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## ROCKY MOUNTAIN ARSENAL

## TECHNICAL INFORMATION CENTER

## BOOK ORDER/INTER LIBRARY LOAN

## DOCUMENTATION

April 20, 1992

by

D.P. ASSOCIATES, INC.

Tina Nowlin

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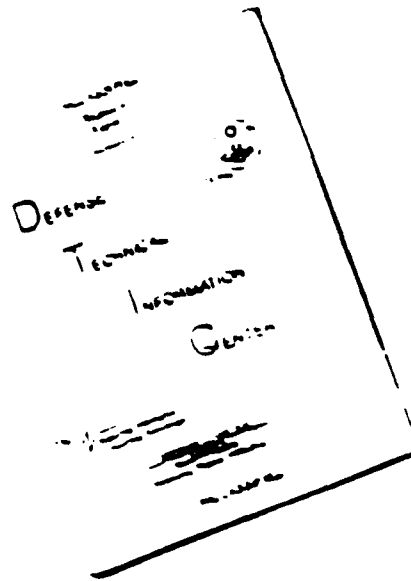93-31082

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# BOOK ORDER/INTER LIBRARY LOAN MENU

## OVERVIEW

The BOOK ORDER/INTER LIBRARY LOAN MENU program creates a menu screen that will allow you to select the BOOK ORDER area or the INTER LIBRARY LOAN area to enter and/or edit data and print a report.

## ACCESS THE PROGRAM

Access the program selecting number 1, Database Programs in the Main Menu, then number 1 again in the Database Applications menu. The Main Science Menu will display:

```
                    D.P. ASSOCIATES, INC.
                     MAIN SCIENCE MENU




            1.  SCIMENU

            2.  RIC MENU

            3.  ILL MAIN MENU

            4.  BOOK MENU

            9.  Edit files

            X.  Exit dBASE



            ENTER YOUR CHOICE --->
```

Choose number 4, Book Menu.  The program LMENU.PRG will run display the following screen:

```
              ROCKY MOUNTAIN ARSENAL
            TECHNICAL INFORMATION CENTER
          BOOK ORDER/INTER LIBRARY LOAN MENU

         1>   BOOK ORDER MENU

         2>   INTER LIBRARY LOAN MENU

         B>   BACKUP FILES TO 'C' DRIVE

         E>   EXIT dBASE

         R>   RETURN TO MAIN MENU


              ENTER YOUR OPTION --->
```

Option 1. BOOK ORDER MENU, will take you to the BOOK ORDER
area to enter and/or edit and print BOOK ORDER information for
the BOOK ORDER, NON-TECHNICAL GOV'T DOCUMENTS, SUBSCRIPTION,
and TECHNICAL REPORTS sections.

Option 2. INTER LIBRARY LOAN MENU, will take you to the INTER
LIBRARY LOAN area to enter and/or edit and print INTER LIBRARY
LOAN information.

Option B. BACKUP FILES TO 'C' DRIVE will backup (copy) the
databases to the C drive.

Option E. EXIT dBASE IV, will exit from the menu and dBASE IV.

Option R. RETURN TO MAIN MENU, will exit from current menu and
return to calling menu.

# BOOK ORDER MENU

## OVERVIEW

The BOOK ORDER MENU creates a menu screen that will allow you to select options to enter, edit, or print BOOK ORDER information.

## ACCESS THE MENU

Select Option 1, BOOK ORDER MENU from the BOOK ORDER/INTER LIBRARY LOAN MENU.  The program BOOKMENU.PRG will run.

## MENU SCREEN

The program will display the menu screen as follows:

```
          ROCKY MOUNTAIN ARSENAL
       TECHNICAL INFORMATION CENTER
             BOOK ORDER MENU

        1>  Enter   BOOK INFORMATION

        2>  Edit    BOOK INFORMATION

        3>  Print   BOOK REPORT(S)

        E>  EXIT dBASE

        R>  RETURN TO MAIN MENU


          ENTER YOUR OPTION --->
```

Option 1.  Enter  BOOK INFORMATION will run the data entry program allowing information to be entered in the databases for the BOOK ORDER, NON-TECHNICAL GOV'T DOCUMENTS, SUBSCRIPTION, and/or TECHNICAL REPORTS areas.

Option 2.  Edit  BOOK INFORMATION will run the edit program allowing information stored in the BOOK ORDER, NON-TECHNICAL GOV'T DOCUMENTS, SUBSCRIPTION, and/or TECHNICAL REPORTS areas to be edited.

Option 3. Print BOOK REPORT(S) will run the print program that will generate reports for the BOOK ORDER, NON-TECHNICAL GOV'T DOCUMENTS, SUBSCRIPTION, and/or TECHNICAL REPORTS areas.

Option E. EXIT dBASE will leave the menu and quit from dBASE IV.

Option R. RETURN TO MAIN MENU will exit from the current menu and return to the calling menu.

# BOOK ORDER DATA ENTRY PROGRAM

## OVERVIEW

The data entry program will allow yo to enter information pertaining to the Book Order area.

## ACCESS AND RUN PROGRAM

Select option 1, Enter BOOK INFORMATION from the BOOK ORDER MENU. The program BOOKENT.PRG will run.

The program will display the following screen to allow you to choose the area for data entry:

```
SELECT AREA TO ENTER INFORMATION

    1.  BOOK ORDERS
    2.  GOV'T DOCUMENTS (NON-TECHNICAL)
    3.  SUBSCRIPTIONS
    4.  TECHNICAL DOCUMENTS

        SELECT OPTION --->
```

Choose number 1. The selected area uses the database BOOKFILE.DBF with the following indexes:

BOOKTITL.NDX     AUTHOR.NDX     DOCNO.NDX     RECDDATE.NDX
ORDERED.NDX     SIGNOUT.NDX

The program will access the BOOK ORDER data entry area to allow information to be entered into the BOOKFILE database.

The following Book Order data entry screen will be displayed:

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```
          ROCKY MOUNTAIN ARSENAL - TECHNICAL INFORMATION CENTER
                    BOOK ORDER DATA ENTRY ROUTINE
          ───────────────────────────────────────────────────

     BOOK TITLE:

        AUTHOR:

        SERIES:

     PUBLISHER:

     YEAR PUBLISHED:       COPYRIGHT YEAR:        ISBN:

     DOCUMENT NUMBER:              PRICE:    0.00

     DATE ORDERED:  / /      DATE RECEIVED:  / /

     CATALOG ORDERED:  / /    CATALOG RECEIVED:  / /

     COPIES:       ORDERED BY:            SIGNED OUT TO:

     FY ORDERED:                    CHECK ABOVE INFORMATION: ????
```

Enter information in the following described fields:

a.  BOOK TITLE - a 100 character alphanumeric field.  Enter
    the book title.

b.  AUTHOR - a 50 character alphanumeric field.  Enter the
    author's name.  **DO NOT LEAVE THIS FIELD BLANK!** (The
    information in this field will be used for locating
    records in the editing program ... enter something, even
    a bogus name so that the record may be found when
    editing.)

c.  SERIES - a 50 character alphanumeric field.  Enter the
    series.

d.  PUBLISHER - a 30 character alphanumeric.  Enter the
    publisher name.

e.  YEAR PUBLISHED - a 4 character alphanumeric field.
    Enter the year book published.

f.  COPYRIGHT YEAR - a 4 character alphanumeric field.  Enter
    the book's copyright year.

g.  ISBN - a 15 character alphanumeric field.  Enter the
    ISBN.

h.  DOCUMENT NUMBER - a 13 character alphanumeric field.
    Enter the document number.

i.  PRICE - a 8 character numeric field with the format
    99999.99.  Enter the price of the book.

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j.  DATE ORDERED - a 8 character date field with the format 99/99/99 (month, day, year). Enter the date book ordered.

k.  DATE RECEIVED - a 8 character date field with the format 99/99/99 (month, day, year). Enter the date book received.

l.  CATALOG ORDERED - a 8 character date field with the format 99/99/99 (month, day, year). Enter the date a catalog is ordered.

m.  CATALOG RECEIVED - a 8 character date field with the format 99/99/99 (month, day, year). Enter the date a catalog ordered is received.

n.  COPIES - a 2 character alphanumeric field. Enter how many copies were ordered.

o.  ORDERED BY - a 9 character alphnumeric field. Enter who ordered the book/catalog.

p.  SIGNED OUT TO - a 9 character alphanumeric field. Enter who the book/catalog is signed out to.

q.  FY ORDERED - a 2 character alphanumeric field. Enter for which fiscal year ordered (91, 92, etc.).

r.  CHECK ABOVE INFORMATION - a data check field that will allow you to use the UP/DOWN/LEFT/RIGHT cursor arrow keys to move back up through the screen to make changes.

Press Enter at the Check Above Information field. The screen will clear and the program will store the entered information to the database unless you have left the AUTHOR field blank.

If you have left that field blank, the program will continually prompt you to enter it with the following:

    **PLEASE RE-ENTER THE AUTHOR NAME -- DO NOT LEAVE BLANK!**
    **AUTHOR NAME:**

Re-enter the AUTHOR. The program will then save the information entered.

The program will then print a listing of the information that was entered. An example of the printed listing is included at the end of this section.

# EXITING THE PROGRAM

When you are done with entering information in the Book Order area and the listing has printed, the screen will clear and the program will ask if you want to continue entering information. The following question will be displayed to the screen:

```
DO YOU WANT TO CONTINUE ENTERING INFORMATION? (Y/N)
```

a.   Choose **Y**. The screen will clear and you will be returned to the first selection screen where you can choose the Book Order area or other areas that you want to add information in. Proceed with entering information as described earlier in this text.

b.   Choose **N**. The screen will clear, the program will exit, and you will be returned to the BOOK ORDER MENU for further menu selections.

**BOOK ORDER LISTING (for editing)**
--------------------------------

**BOOK TITLE:** HANDBOOK OF OPTICAL MEMORY SYSTEMS

**AUTHOR:** WAEGEMANN, C. PETER

**SERIES:**

**PUBLISHER:** OPTICAL DISK SYSTEM

**YEAR PUBLISHED:** 1991

**COPYRIGHT YEAR:**

**ISBN:** 0-9621815-0-1

**DOCUMENT NUMBER:** DPRA1

**PRICE:** $    294.50

**DATE ORDERED:** 01/21/92

**DATE RECEIVED:**    /  /

**CATALOG ORDERED:**    /  /

**CATALOG RECEIVED:**    /  /

**COPIES:**  1

**ORDERED BY:** DPRA

**SIGNED OUT TO:** OCCHINERO

**FOR YEAR ORDERED:** 92

# BOOK ORDER EDITING PROGRAM

## OVERVIEW

The edit program will allow you to edit information that was entered into the Book Order database BOOKFILE.DBF.

## ACCESS AND RUN PROGRAM

Choose 2, Edit BOOK INFORMATION from the BOOK ORDER MENU. The following area selection screen will display:

```
SELECT AREA TO EDIT INFORMATION

    1.  BOOK ORDERS
    2.  GOV'T DOCUMENTS (NON-TECHNICAL)
    3.  SUBSCRIPTIONS
    4.  TECHNICAL DOCUMENTS

    SELECT OPTION --->  █
```

Choose 1. The program will display the AUTHOR NAME entry screen as follows:

```
    PLEASE ENTER AUTHOR'S NAME:
```

Enter the Author's name. The program will search the database to locate a matching record.

**MATCH NOT FOUND**

If the program is unable to find a match in the database, the following message will be displayed:

**The author XXXXX was NOT FOUND.**
**Do you want to re-enter the name? (Y/N)**

a.    Choose **Y**.  The screen will clear and you will be returned
      to the AUTHOR'S NAME entry screen.  Re-enter the name.

b.    Choose **N**.  The screen will clear and you will be asked if
      you want to continue editing other records or exit the
      program.

**MATCH FOUND**

When the program has located the record in the database, the
following edit screen will display:

```
                                       Num      ExclLock

       ROCKY MOUNTAIN ARSENAL - TECHNICAL INFORMATION CENTER
                    BOOK ORDER EDITING ROUTINE
       ----------------------------------------------------------

   BOOK TITLE: GIFTS DIFFERING

   AUTHOR: MYERS, I
   SERIES:
   PUBLISHER: OTTO KROEGER ASSOCIATES
   YEAR PUBLISHED:    ?      COPYRIGHT YEAR:        ISBN:
   DOCUMENT NUMBER: DFRA2         PRICE:     9.00
   DATE ORDERED: 01/21/92      DATE RECEIVED:   /  /
   CATALOG ORDERED:   /  /     CATALOG RECEIVED:   /  /
   COPIES:  1    ORDERED BY: DFRA         SIGNED OUT TO: J.CECIL
   FY ORDERED: 92

        ┌──────────────────────────────────────────────────┐
        │   Press "CTRL+W" at the same time to save changes. │
        │   Press "ESC" if you do not want to save changes made. │
        │   Press "CTRL+U" to delete and "CTRL+W" to exit screen. │
        └──────────────────────────────────────────────────┘
```

Make your editing changes.

a.    To save, press **CTRL+W**.

b.    To leave screen without saving press **ESC**.

c.    To mark record for deletion, press **CTR+U**.  You will see
      **del** appear near the top of the screen at the upper right
      side.  This will show that the record is marked for
      deletion.  It will physically be erased when you exit
      from the program.  After pressing **CTRL+U** to mark the
      record, press **CTRL+W** to save and exit the screen.

When you have exited the screen, the program will ask if you
have finished editing the current record.  The following will
display:

```
┌─────────────────────────────────────────┐
│  ARE YOU DONE EDITING?  (Y/N)           │
└─────────────────────────────────────────┘
```

a.   Choose **N** if you are not done editing.  You will be
     returned to the edit screen with the currently selected
     record displayed.

b.   Choose **Y** if you are done editing.  The screen will clear
     and a listing will be printed (an example is included at
     the end of this section).  You will be given the choice
     to continue editing other records or exiting the program
     (see below).

## EXITING PROGRAM

When you answered **Y** to having finished editing records, the
program will clear the screen and ask if you want to continue
editing other records.  The question will display as follows:

```
┌─────────────────────────────────────────────────────────┐
│  DO YOU WANT TO CONTINUE EDITING OTHER RECORDS?  (Y/N)   │
└─────────────────────────────────────────────────────────┘
```

a.   **Y** will take you back up to the very first editing option
     screen to allow you to pick the area you want to edit
     records in.  Proceed with editing as described in this
     text.

b.   **N** will exit you from the program and return you to the
     BOOK ORDER MENU for further menu selections.

**BOOK ORDER LISTING (for editing)**
------------------------------------

**BOOK TITLE:** GIFTS DIFFERING

**AUTHOR:** MYERS, I

**SERIES:**

**PUBLISHER:** OTTO KROEGER ASSOCIATES

**YEAR PUBLISHED:**    ?

**COPYRIGHT YEAR:**

**ISBN:**

**DOCUMENT NUMBER:** DPRA2

**PRICE:** $        9.00

**DATE ORDERED:** 01/21/92

**DATE RECEIVED:**    /  /

**CATALOG ORDERED:**    /  /

**CATALOG RECEIVED:**    /  /

**COPIES:**  1

**ORDERED BY:** DPRA

**SIGNED OUT TO:** J.CECIL

**FOR YEAR ORDERED:** 92

# BOOK ORDER PRINTED REPORT

## OVERVIEW

A finished report may be printed for BOOK ORDERS from information stored in the BOOKFILE.DBF database. The print program will allow you to generate this report.

## ACCESS AND RUN PROGRAM

Choose option 3, Print BOOK ORDER REPORT(S) from the Book Order Menu. The program BOOKPRN.PRG will run.

You will be asked to select the area you want to print reports in. The following selection screen will display:

```
SELECT AREA TO PRINT REPORTS

   1.  BOOK ORDERS
   2.  GOV'T DOCUMENTS (NON-TECHNICAL)
   3.  SUBSCRIPTIONS
   4.  TECHNICAL DOCUMENTS

       SELECT OPTION --->
```

Choose 1. You will be asked to enter the Author's Name of the Book Order Report you would like printed. The entry field will look as follows:

```
PLEASE ENTER AUTHOR'S NAME: XXXXXX, XXXX
```

Enter the Author's Name and Press Enter. The screen will clear and the program will search the database for a match.

**MATCH NOT FOUND**

If a match is not found, the following message will display:

> **The author XXXXX, XXXX was NOT FOUND.**
> **Do you want to re-enter the name? (Y/N)**

a.  Choose Y.  You will be returned to the Author's Name entry field to re-enter the name.

b.  Choose N.  You will be asked if you want to continue printing other reports or not.  If you do not, you will be exited from the program.

**MATCH FOUND**

When a match is found the program will print the report.

A sample copy of the report is included at the end of this section.

## EXIT THE PROGRAM

After the report has printed, the program will ask you the following:

```
DO YOU WANT TO CONTINUE PRINTING OTHER REPORTS? (Y/N)
```

a.  Y will return you to the first area selection screen so you may continue printing reports.

b.  N will be exit you from the program and return you to the BOOK ORDER MENU for further menu selections.

BOOK TITLE: GIFTS DIFFERING

AUTHOR: MYERS, I

SERIES:

PUBLISHER: OTTO KROEGER ASSOCIATES

YEAR PUBLISHED:   ?          COPYRIGHT YEAR:           ISBN:

DOCUMENT NUMBER: DPRA2                              PRICE: $      9.00

DATE ORDERED: 01/21/92                    DATE RECEIVED:   /  /

CATALOG ORDERED:   /  /                   CATALOG RECEIVED:   /  /

COPIES:  1                                ORDERED BY: DPRA

SIGNED OUT TO: J.CECIL                    FOR YEAR ORDERED: 92

# DATABASE STRUCTURES & FIELD DEFINITIONS

## BOOKFILE.DBF

```
. disp stru to print
Structure for database: F:\TECH\BOOKS\BOOKFILE.DBF
Number of data records:      52
Date of last update   : 04/14/92
Field  Field Name  Type       Width  Dec   Index
    1  BOOK_TITLE  Character    100          N
    2  AUTHOR      Character     50          N
    3  SERIES      Character     50          N
    4  PUBLISHER   Character     30          N
    5  YR_PUB      Character      4          N
    6  YR_COPYR    Character      4          N
    7  ISBN        Character     15          N
    8  DOC_NUMBER  Character     13          N
    9  PRICE       Numeric        8    2     N
   10  DATE_ORDER  Date           8          N
   11  DATE_RECD   Date           8          N
   12  CAT_ORDERD  Date           8          N
   13  CAT_RECD    Date           8          N
   14  COPIES      Character      2          N
   15  ORDERED_BY  Character      9          N
   16  SIGNOUT_TO  Character      9          N
   17  FY_ORDERED  Character      2          N
** Total **                     329
```

## INDEXES

| | |
|---|---|
| BOOKTITL.NDX | (Book_title) |
| AUTHOR.NDX | (Author) |
| DOCNO.NDX | (Doc_number) |
| RECDATE.NDX | (Date_recd) |
| ORDERED.NDX | (Ordered_by) |
| SIGNOUT.NDX | (Signout_to) |

## FIELD DEFINITIONS

BOOK_TITLE      100 character alphanumeric field. Stores book title.

AUTHOR      50 character alphanumeric field. Stores name of book author.

PUBLISHER      30 character alphanumeric field. Stores name of the Publisher of book.

YR_PUB      4 character alphanumeric field. Stores year book published.

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| | |
|---|---|
| YR_COPYR | 4 character alphanumeric field. Stores year book copyrighted. |
| ISBN | 15 character alphanumeric field. Stores the ISBN. |
| DOC_NUMBER | 13 character alphanumeric field. Stores the document number. |
| PRICE | 8 character numeric field with the format 999999.9. Stores the price of the book ordered. |
| DATE_ORDER | 8 character date field with the format 99/99/99. Stores the date the book ordered. |
| DATE_RECD | 8 character date field with the format 99/99/99. Stores the date the book ordered received. |
| CAT_ORDERED | 8 character date field with the format 99/99/99. Stores the date a catalog ordered. |
| CAT_RECD | 8 character date field with the format 99/99/99. Stores the date an ordered catalog is received. |
| COPIES | 2 character alphanumeric field. Stores the number of copies ordered. |
| ORDERED_BY | 9 character alphanumeric field. Stores the name of who ordered book. |
| SIGNOUT_TO | 9 character alphanumeric field. Stores the name of who the book is signed out to. |
| FY-ORDERED | 2 character alphanumeric field. Stores the fiscal year ordered date (91, 92, etc.). |

# GOVERNMENT DOCUMENTS (NON-TECHNICAL) DATA ENTRY PROGRAM

## OVERVIEW

The data entry program will allow you to enter information pertaining to the Government Document (Non-technical) area.

## ACCESS AND RUN PROGRAM

Select option 1, Enter BOOK INFORMATION from the BOOK ORDER MENU. The program BOOKENT.PRG will run.

The program will display the following screen to allow you to choose the area for data entry:

```
SELECT AREA TO ENTER INFORMATION

    1.  BOOK ORDERS
    2.  GOV'T DOCUMENTS (NON-TECHNICAL)
    3.  SUBSCRIPTIONS
    4.  TECHNICAL DOCUMENTS

        SELECT OPTION --->
```

Choose number 2. The selected area uses the database GPORDER.DBF with the following indexes:

GPORDER.NDX     RECVD.NDX        ORDFOR.NDX

The program will access the GOVERNMENT DOCUMENTS (NON-TECHNICAL) data entry area to allow information to be entered into the GPORDER database.

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The following data entry screen will be displayed:

```
┌─────────────────────────────────────────────────────────┐
│                                                         │
│  ┌───────────────────────────────────────────────────┐  │
│  │     ROCKY MOUNTAIN ARSENAL - TECHNICAL INFORMATION CENTER │  │
│  │     GOVERNMENT DOCUMENT (NON-TECHNICAL) DATA ENTRY ROUTINE │  │
│  │  ───────────────────────────────────────────────── │  │
│  │   TITLE:                                           │  │
│  │                                                    │  │
│  │   ORDER NUMBER:                                    │  │
│  │                                                    │  │
│  │   DATE ORDERED:  / /        DATE RECEIVED:  / /    │  │
│  │                                                    │  │
│  │   ITEMS ORDERED:  0         SOURCE:                │  │
│  │                                                    │  │
│  │   PRICE:  0.00      STOCKNUMBER:                   │  │
│  │                                                    │  │
│  │   ORDERED FOR:                                     │  │
│  │                                                    │  │
│  │   TELEPHONE NUMBER:      CHECK ABOVE INFORMATION: ???? │  │
│  └───────────────────────────────────────────────────┘  │
│                                                         │
└─────────────────────────────────────────────────────────┘
```

Enter the following information:

a.    TITLE - a 50 character alphanumeric field.  Enter the
      title of the non-technical government document.

b.    ORDER NUMBER - a 5 character alphanumeric field.  Enter
      the order number.  **DO NOT LEAVE THIS FIELD BLANK!**  Enter
      a temporary code if you need to, but don't leave it blank
      (it will be used in the editing program to locate the
      record).

c.    DATE ORDERED - a 8 character date field with the format
      99/99/99 (month, day, year).  Enter the date the document
      was ordered.

d.    DATE RECEIVED - a 8 character date field with the format
      99/99/99 (month, day, year).  Enter the date the document
      received.

e.    ITEMS ORDERED - a 3 character numeric field with the
      format 999.  Enter the number of items ordered.

f.    SOURCE - a 8 character alphanumeric field.  Enter the
      source of the document.

g.    PRICE - a 6 character numeric field with the format
      9999.9.  Enter the price of the document.

h.    STOCK NUMBER - a 20 character alphanumeric field.  Enter
      the stock number of the document.

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i.  ORDERED FOR - a 20 character alphanumeric field.  Enter the name of the person the document ordered for.

k.  TELEPHONE NUMBER - a 4 character alphanumeric field. Enter the **GOVERNMENT EXTENSION** telephone number of the person who ordered document.

l.  CHECK ABOVE INFORMATION - a data check field which will allow you to use the up/down/left/right cursor arrow keys to move back up through the screen to make changes before saving.

Press Enter at the Check Above Information field.  The screen will clear and the information that you entered will be stored in the database unless you have left the ORDER NUMBER field blank.

If you left that field blank, the program will continually prompt you to enter it with the following:

> **PLEASE RE-ENTER THE ORDER NUMBER -- DO NOT LEAVE BLANK! ORDER NUMBER:**

Re-enter the Order Number.  The program will save the information and allow you to leave the data entry area.

The program will then print a listing of the information that was entered (an example of the listing is included at the end of this section) and will ask if you want to continue entering information (see below).

## EXITING THE PROGRAM

When you are done with entering information in the Non-Technical Government Documents area and the listing has printed, the screen will clear and the program will ask if you want to continue entering information.  The following question will be displayed to the screen:

```
DO YOU WANT TO CONTINUE ENTERING INFORMATION? (Y/N)
```

a.  Choose **Y**.  The screen will clear and you will be returned to the first selection screen where you can choose the Book Order area or other areas that you want to add information in.  Proceed with entering information as described earlier in this text.

b. Choose **N**.  The screen will clear, the program will exit, and you will be returned to the BOOK ORDER MENU for further menu selections.

GOVERNMENT DOCUMENTS (NON-TECHNICAL) LISTING (for editing)
--------------------------------------------------------------

TITLE: US GOVERNMENT MANUAL, 1991-92

ORDER NUMBER: 92-1

DATE ORDERED: 12/17/91

DATE RECEIVED: 12/23/91

ITEMS ORDERED:    1

SOURCE: GPO-DENV

PRICE: $  23.00

STOCK NUMBER:

ORDERED FOR: LIBRARY

TELEPHONE NUMBER (gov't):

# GOVERNMENT DOCUMENTS (NON-TECHNICAL) EDITING PROGRAM

## OVERVIEW

The edit program will allow you to edit information that was entered into the Government Documents (Non-Technical) database GPORDER.DBF.

## ACCESS AND RUN PROGRAM

Choose 2, Edit BOOK INFORMATION from the BOOK ORDER MENU. The following area selection screen will display:

```
SELECT AREA TO EDIT INFORMATION

    1.  BOOK ORDERS
    2.  GOV'T DOCUMENTS (NON-TECHNICAL)
    3.  SUBSCRIPTIONS
    4.  TECHNICAL DOCUMENTS

    SELECT OPTION --->  █
```

Choose 2. The program will display the Order Number entry field as follows:

```
PLEASE ENTER ORDER NUMBER: XXXX
```

Enter the Order Number and Press Enter. The screen will clear and the program will search the database for a match of the entered Order Number.

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**MATCH NOT FOUND**

If the program is unable to find a match in the database, the following message will be displayed:

> The order number XXXX was NOT FOUND.
> Do you want to re-enter the number? (Y/N)

a.   Choose **Y**.  The screen will clear and you will be returned to the ORDER NUMBER entry screen.  Re-enter the number.

b.   Choose **N**.  The screen will clear and you will be asked if you want to continue editing other records or exit the program.

**MATCH FOUND**

When the program has located the record in the database, the following edit screen will display:

```
                                    Num     ExclLock

    ┌──────────────────────────────────────────────────────┐
    │      ROCKY MOUNTAIN ARSENAL - TECHNICAL INFORMATION CENTER │
    │         GOV'T DOCUMENTS (NON-TECHNICAL) EDITING ROUTINE    │
    ├──────────────────────────────────────────────────────┤
    │  TITLE: ENERGY EFFICIENCY IN THE FEDERAL GOVERNMENT       │
    │                                                          │
    │  ORDER NUMBER: 92-3                                       │
    │                                                          │
    │  DATE ORDERED (mm/dd/yy): 02/10/92  DATE RECEIVED (mm/dd/yy):   /  /  │
    │                                                          │
    │  ITEMS ORDERED:  1            SOURCE: GPO-DC              │
    │                                                          │
    │  PRICE:   5.00                STOCK NUMBER: 052-003-012-42-1 │
    │                                                          │
    │  ORDERED FOR: DOMINIC LOMBARDI  TELEPHONE NUMBER (gov't): 5170 │
    ├──────────────────────────────────────────────────────┤
    │    Press "CTRL+W" at the same time to save changes.      │
    │    Press "ESC" if you do not want to save changes made.  │
    │    Press "CTRL+U" to delete and "CTRL+W" to exit screen. │
    └──────────────────────────────────────────────────────┘
```

Make your editing changes.

a.   To save, press **CTRL+W**.

b.   To leave screen without saving press **ESC**.

c.   To mark record for deletion, press **CTR+U**.  You will see **del** appear near the top of the screen at the upper right side.  This will show that the record is marked for deletion.  It will physically be erased when you exit from the program.  After pressing **CTRL+U** to mark the record, press **CTRL+W** to save and exit the screen.

When you have exited the screen, the program will ask if you
have finished editing the current record.  The following will
display:

```
┌─────────────────────────────────────┐
│     ARE YOU DONE EDITING?  (Y/N)     │
└─────────────────────────────────────┘
```

a.  Choose **N** if you are not done editing.  You will be
    returned to the edit screen with the currently selected
    record displayed.

b.  Choose **Y** if you are done editing.  The program will print
    a listing of the edited information (an example is
    included at the end of this section).  The screen will
    clear and you will be given the choice to continue
    editing other records or exiting the program (see below).

## EXITING THE PROGRAM

You will be asked if you want to continue editing other
records.  The question will display as follows:

```
┌───────────────────────────────────────────────────────────┐
│  DO YOU WANT TO CONTINUE EDITING OTHER RECORDS?  (Y/N)     │
└───────────────────────────────────────────────────────────┘
```

a.  **Y** will take you back up to the very first editing option
    screen to allow you to pick the area you want to edit
    records in.  Proceed with editing as described in this
    text.

b.  **N** will exit you from the program and return you to the
    BOOK ORDER MENU for further menu selections.

GOVERNMENT DOCUMENTS (NON-TECHNICAL) LISTING (for editing)
------------------------------------------------------------

TITLE: ENERGY EFFICIENCY IN THE FEDERAL GOVERNMENT

ORDER NUMBER: 92-3

DATE ORDERED: 02/10/92

DATE RECEIVED:    /   /

ITEMS ORDERED:    1

SOURCE: GPO-DC

PRICE: $    5.00

STOCK NUMBER: 052-003-012-42-1

ORDERED FOR: DOMINIC LOMBARDI

TELEPHONE NUMBER (gov't): 5170

# GOVERNMENT DOCUMENTS (NON-TECHNICAL) PRINTED REPORT

## OVERVIEW

A finished report may be printed for Non-Technical Government
Documents from information stored in the GPORDER.DBF database. The
print program will allow you to generate this report.

## ACCESS AND RUN PROGRAM

Choose option 3, Print BOOK ORDER REPORT(S) from the Book Order
Menu. The program BOOKPRN.PRG will run.

You will be asked to select the area you want to print reports in.
The following selection screen will display:

```
SELECT AREA TO PRINT REPORTS

    1.  BOOK ORDERS
    2.  GOV'T DOCUMENTS (NON-TECHNICAL)
    3.  SUBSCRIPTIONS
    4.  TECHNICAL DOCUMENTS

        SELECT OPTION --->
```

Choose 2. You will be asked to enter the Order Number of the
record you want printed. The Order Number entry field will
display as follows:

```
PLEASE ENTER ORDER NUMBER: XXXX
```

Enter the Order Number and Press Enter. The screen will clear
and the program will begin to search the database for a match.

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**MATCH NOT FOUND**

If a match is not found, the following message will display:

> The order number XXXX was NOT FOUND.
> Do you want to re-enter the number? (Y/N)

a.   Choose Y.  You will be returned to the Order Number entry
     field to re-enter the number.

b.   Choose N.   You will be asked if you want to continue
     printing other reports or not.  If you do not, you will
     be exited from the program.

**MATCH FOUND**

When a match is found the program will print the report.  A
sample copy of this report is included at the end of this
section.

# EXIT THE PROGRAM

After the report has printed, the program will ask you the
following:

```
DO YOU WANT TO CONTINUE PRINTING OTHER REPORTS? (Y/N)
```

a.   Y will return you to the first area selection screen so
     you may continue printing reports.

b.   N will be exit you from the program and return you to the
     BOOK ORDER MENU for further menu selections.

TITLE: ENERGY EFFICIENCY IN THE FEDERAL GOVERNMENT

ORDER NUMBER: 92-3

DATE ORDERED: 02/10/92            DATE RECEIVED:    /  /

ITEMS ORDERED:    1                          SOURCE: GPO-DC

PRICE: $    5.00                    STOCK NUMBER: 052-003-012-42-1

ORDERED FOR: DOMINIC LOMBARDI      TELEPHONE NUMBER: 5170

# DATABASE STRUCTURES & FIELD DEFINITIONS

## GPORDER.DBF

```
. disp stru to print
Structure for database: F:\TECH\BOOKS\GPORDER.DBF
Number of data records:      3
Date of last update   : 04/14/92
Field  Field Name  Type      Width    Dec    Index
    1  TITLE       Character    50               N
    2  ORDER_NO    Character     5               N
    3  ORDERED     Date          8               N
    4  RECEIVED    Date          8               N
    5  ITEMS_ORD   Numeric       3               N
    6  SOURCE      Character     8               N
    7  PRICE       Numeric       6      2        N
    8  STOCKNUMBE  Character    20               N
    9  ORDEREDFOR  Character    20               N
   10  TEL_NUMBER  Character     4               N
*** Total ***                 133
```

## INDEXES

| | |
|---|---|
| GPORDER.NDX | (Order_no) |
| RECVD.NDX | (Received) |
| ORDFOR.NDX | (Orderedfor) |

## FIELD DEFINITIONS

**TITLE**

50 character alphanumeric field. Stores title of document.

**ORDER_NO**

5 character alphanumeric field. Stores the order number.

**ORDERED**

8 character date field with format 99/99/99. Stores the date the document ordered.

**RECEIVED**

8 character date field with format 99/99/99. Stores the date the document received.

**ITEMS_ORD**

3 character numeric field with format 999. Stores the number of items ordered.

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| | |
|---|---|
| **SOURCE** | 8 character alphanumeric field. Stores the source of document. |
| **PRICE** | 6 character numeric field with format 999.99. Stores the price of the document. |
| **STOCKNUMBE** | 20 character numeric field. Stores the stock number of the document. |
| **ORDEREDFOR** | 20 character numeric field. Stores who the document was ordered for. |
| **TEL_NUMBER** | 4 character numeric field. Stores the telephone number of the person the document was ordered for. |

# SUBSCRIPTIONS DATA ENTRY PROGRAM

## OVERVIEW

The data entry program will allow you to enter information pertaining to the Subscriptions area.

## ACCESS AND RUN PROGRAM

Select option 1, Enter BOOK INFORMATION from the BOOK ORDER MENU. The program BOOKENT.PRG will run.

The program will display the following screen to allow you to choose the area for data entry:

```
SELECT AREA TO ENTER INFORMATION

    1.  BOOK ORDERS
    2.  GOV'T DOCUMENTS (NON-TECHNICAL)
    3.  SUBSCRIPTIONS
    4.  TECHNICAL DOCUMENTS

        SELECT OPTION --->
```

Choose number 3. The selected area uses the database SUBFILE.DBF and uses the following indexes:

    SUBFILE.NDX       REQOFF.NDX       INVOICE.NDX

The first data entry screen for the SUBSCRIPTION area will display as follows:

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```
+------------------------------------------------------------+
|  +------------------------------------------------------+  |
|  |    ROCKY MOUNTAIN ARSENAL - TECHNICAL INFORMATION    |  |
|  |    CENTER                                            |  |
|  |    SUBSCRIPTION DATA ENTRY ROUTINE - PART 1          |  |
|  |------------------------------------------------------|  |
|  |  TITLE:                                              |  |
|  |                                                      |  |
|  |  TITLE NUMBER:                                       |  |
|  |                                                      |  |
|  |  SUBSCRIPTION BEGINNING DATE:   /  /                 |  |
|  |                                                      |  |
|  |  SUBSCRIPTION ENDING DATE:   /  /                    |  |
|  |                                                      |  |
|  |  SOURCE:              PRICE:    0.00  FY FUNDS:      |  |
|  |                                                      |  |
|  |  REQ. OFFICE:         INVOICE:                       |  |
|  |                                                      |  |
|  |  CHECK ABOVE INFORMATION: ????   CONTINUED NEXT      |  |
|  |                                  SCREEN              |  |
|  +------------------------------------------------------+  |
+------------------------------------------------------------+
```

Enter the following information:

a.  TITLE - a 50 character alphanumeric field.  Enter the
    title of the subscription.

b.  TITLE NUMBER - a 9 character alphanumeric field.  Enter
    the title number of the subscription.

c.  SUBSCRIPTION BEGINNING DATE - a 8 character date field
    with the format 99/99/99 (month, day, year).  Enter the
    date the subscription begins.

d.  SUBSCRIPTION ENDING DATE - a 8 character date field with
    the format 99/99/99 (month, day, year).  Enter the date
    the subscription begins.

e.  SOURCE - a 18 character alphanumeric field.  Enter the
    source of subscription.

f.  PRICE - a 8 character numeric field with the format
    99999.99.  Enter the price of the subscription.

g.  FY FUNDS - a 2 character alphanumeric field.  Enter the
    fiscal year date (91, 92, etc.) funds.

h.  REQ. OFFICE - a 10 character alphanumeric field.  Enter
    the requisitioning office name.

i.  INVOICE - a 9 character alphanumeric field.  Enter the
    Invoice number.  DO NOT LEAVE THIS FIELD BLANK! (Enter a
    temporary number if you need to, but don't leave blank.

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The field will be used by the editing program to locate the record.)

j. CHECK ABOVE INFORMATION - a data check field which will allow you to use the up/down/left/right cursor arrow keys to move back up through the screen to make changes before saving.

Press Enter at the Check Above Information field. The program will save the information and clear the screen unless you have left the Invoice field blank.

If you left the invoice screen blank, you will be prompted by the program to re-enter it with the following:

PLEASE RE-ENTER THE INVOICE NUMBER -- DO NOT LEAVE BLANK! INVOICE NUMBER:

Re-enter the invoice number. The program will then store the entered information in the database. The screen will clear.

The second data entry screen for subscriptions will now display:



Press CTRL+HOME to enter the memo field. Enter any additional information pertaining to the SUBSCRIPTION. The field acts like a word processing program with word wrap. All you will need to do is straight typing.

When you have entered information, press CTRL+ W twice to save and to exit from the screen.

The program will then print a listing of the information that was entered (an example is included at the end of this section) and will ask if you want to continue entering information (see below).

## EXITING THE PROGRAM

When you are done with entering information in the Subscriptions area and the listing has printed, the screen will clear and the program will ask if you want to continue entering information. The following question will be displayed to the screen:

```
DO YOU WANT TO CONTINUE ENTERING INFORMATION? (Y/N)
```

a.    Choose **Y**. The screen will clear and you will be returned to the first selection screen where you can choose the Book Order area or other areas that you want to add information in. Proceed with entering information as described earlier in this text.

b.    Choose **N**. The screen will clear, the program will exit, and you will be returned to the BOOK ORDER MENU for further menu selections.

**SUBSCRIPTION LISTING (for editing)**
------------------------------------

SUBSCRIPTION TITLE: COMMUNICATIONS BRIEFINGSS

TITLE NUMBER: 141606

SUBSCRIPTION BEGINNING DATE: 03/01/92

SUBSCRIPTION ENDING DATE: 02/28/95

SOURCE: FAXON

PRICE: $     187.00

FOR YEAR FUNDS: 92

REQ OFFICE: AMXRM-PAO

INVOICE: 999638

INFORMATION: FAXON INVOICE 999638 DATED 02/24/92 ITEM 3

# SUBSCRIPTIONS EDITING PROGRAM

## OVERVIEW

The edit program will allow you to edit information that was entered into the Subscriptions database SUBFILE.DBF.

## ACCESS AND RUN PROGRAM

Choose 2, Edit BOOK INFORMATION from the BOOK ORDER MENU. The following area selection screen will display:

```
SELECT AREA TO EDIT INFORMATION

    1.   BOOK ORDERS
    2.   GOV'T DOCUMENTS (NON-TECHNICAL)
    3.   SUBSCRIPTIONS
    4.   TECHNICAL DOCUMENTS

         SELECT OPTION ---> █
```

Choose 3. The program will display the Invoice Number entry field as follows:

```
PLEASE ENTER INVOICE NUMBER: XXXXXXXXXX
```

Enter the Invoice Number and Press Enter. The program will search the database for a match.

**MATCH NOT FOUND**

If the program is unable to find a match in the database, the following message will be displayed:

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The invoice number XXXX was NOT FOUND.
Do you want to re-enter the number? (Y/N)

a. Choose Y. The screen will clear and you will be returned to the INVOICE NUMBER entry screen. Re-enter the number.

b. Choose N. The screen will clear and you will be asked if you want to continue editing other records or exit the program.

**MATCH FOUND**

When the program has located the record in the database, the first edit screen will display:

```
                                          Num     ExclLock
  ┌──────────────────────────────────────────────────────────┐
  │     ROCKY MOUNTAIN ARSENAL - TECHNICAL INFORMATION CENTER │
  │              SUBSCRIPTION EDITING ROUTINE - PART 1        │
  ├──────────────────────────────────────────────────────────┤
  │                                                          │
  │  TITLE: COMMUNICATIONS BRIEFINGSS                        │
  │                                                          │
  │  TITLE NUMBER: 141606                                    │
  │                                                          │
  │  SUBSCRIPTION BEGINNING DATE (mm/dd/yy): 03/01/92        │
  │                                                          │
  │  SUBSCRIPTION ENDING DATE (mm/dd/yy): 02/28/95           │
  │                                                          │
  │  SOURCE: FAXON          PRICE:  187.00   FOR YEAR FUNDS: 92│
  │                                                          │
  │  REQ OFFICE: AMXRM-PAO       INVOICE: 999638             │
  │                                                          │
  ├──────────────────────────────────────────────────────────┤
  │    Press "CTRL+W" at the same time to save changes.     │
  │    Press "ESC" if you do not want to save changes made. │
  │    Press "CTRL+U" to delete and "CTRL+W" to exit screen.│
  └──────────────────────────────────────────────────────────┘
```

Make your editing changes.

a. To save, press CTRL+W.

b. To leave screen without saving press ESC.

c. To mark record for deletion, press CTR+U. You will see del appear near the top of the screen at the upper right side. This will show that the record is marked for deletion. It will physically be erased when you exit from the program. After pressing CTRL+U to mark the record, press CTRL+W to save and exit the screen.

When you have finished editing information and exited the screen, the second edit screen will display:

```
                                    Num      ScilLock
┌──────────────────────────────────────────────────────────┐
│         ROCKY MOUNTAIN ARSENAL - TECHNICAL INFORMATION CENTER
│              SUBSCRIPTION EDITING SCREEN PART 2
│
│    Press CTRL+HOME to enter
│
│    INFORMATION:
│
│
│
│
│
│
│
│    Press CTRL-W twice to save when done
└──────────────────────────────────────────────────────────┘
```

a.    Press **CTRL+HOME** to enter the edit screen window.  Make
      your editing changes.

b.    Press **CTRL+W** twice to exit from the window, save changes,
      and exit from the screen.

When you have exited the screen, the program will ask if you
have finished editing the current record.  The following will
display:

┌──────────────────────────────────┐
│   ARE YOU DONE EDITING?  (Y/N)    │
└──────────────────────────────────┘

a.    Choose **N** if you are not done editing.  You will be
      returned to the first edit screen with the currently
      selected record displayed.

b.    Choose **Y** if you are done editing.  The screen will clear
      and you will be given the choice to continue editing
      other records or exiting the program.  The program also
      prints a listing of the edited data for your information.


**EXITING PROGRAM**

You will be asked if you want to continue editing other
records.  The question will display as follows:

┌──────────────────────────────────────────────────────┐
│   DO YOU WANT TO CONTINUE EDITING OTHER RECORDS?  (Y/N)  │
└──────────────────────────────────────────────────────┘

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a.  Y will take you back up to the very first editing option screen to allow you to pick the area you want to edit records in.  Proceed with editing as described in this text.

b.  N will exit you from the program and return you to the BOOK ORDER MENU for further menu selections.

SUBSCRIPTION LISTING (for editing)
------------------------------------

SUBSCRIPTION TITLE: COMMUNICATIONS BRIEFINGSS

TITLE NUMBER: 141606

SUBSCRIPTION BEGINNING DATE: 03/01/92

SUBSCRIPTION ENDING DATE: 02/28/95

SOURCE: FAXON

PRICE: $      187.00

FOR YEAR FUNDS: 92

REQ OFFICE: AMXRM-PAO

INVOICE: 999638

INFORMATION: FAXON INVOICE 999638 DATED 02/24/92 ITEM 3

# SUBSCRIPTIONS PRINTED REPORT

## OVERVIEW

A finished report may be printed for Subscriptions from information stored in the SUBFILE.DBF database.  The print program will allow you to generate this report.

## ACCESS AND RUN PROGRAM

Choose option 3, Print BOOK ORDER REPORT(S) from the Book Order Menu.  The program BOOKPRN.PRG will run.

You will be asked to select the area you want to print reports in. The following selection screen will display:

```
SELECT AREA TO PRINT REPORTS

   1.  BOOK ORDERS
   2.  GOV'T DOCUMENTS (NON-TECHNICAL)
   3.  SUBSCRIPTIONS
   4.  TECHNICAL DOCUMENTS

       SELECT OPTION --->
```

Choose 3.  You will be asked to enter the Invoice Number of the record you want to print.  The Invoice Number entry screen will display as follows:

```
PLEASE ENTER INVOICE NUMBER: XXXXXXXX
```

Enter the Invoice Number and Press Enter.  The screen will clear and the program will search the database for a match.

**MATCH NOT FOUND**

If a match is not found, the following message will display:

> The invoice number XXXXXXXX was NOT FOUND.
> Do you want to re-enter the number? (Y/N)

a.  Choose Y.  You will be returned to the Invoice Number entry field to re-enter the number.

b.  Choose N.  You will be asked if you want to continue printing other reports or not.  If you do not, you will be exited from the program.

**MATCH FOUND**

When a match is found the program will print the report.  A sample copy of this report is included at the end of this section.

## EXITING THE PROGRAM

After the report has printed, the program will ask you the following:

```
DO YOU WANT TO CONTINUE PRINTING OTHER REPORTS? (Y/N)
```

a.  Y will return you to the first area selection screen so you may continue printing reports.

b.  N will be exit you from the program and return you to the BOOK ORDER MENU for further menu selections.

SUBSCRIPTION TITLE: COMMUNICATIONS BRIEFINGSS

TITLE NUMBER: 141606

SUBSCRIPTION BEGINNING DATE: 03/01/92      SUBSCRIPTION ENDING DATE: 02/28/95

SOURCE: FAXON                              PRICE: $    187.00

FOR YEAR FUNDS: 92                         REQ OFFICE: AMXRM-PAO

INVOICE: 999638

INFORMATION: FAXON INVOICE 999638 DATED 02/24/92 ITEM 3

# DATABASE STRUCTURES & FIELD DEFINITIONS

## SUBFILE.DBF

```
. disp stru
Structure for database: F:\TECH\BOOKS\SUBFILE.DBF
Number of data records:      43
Date of last update   : 04/14/92
Field  Field Name  Type       Width   Dec   Index
    1  SUB_TITLE   Character    50                N
    2  TI_NUMBER   Character     9                N
    3  SUB_BEGDAT  Date          8                N
    4  SUB_ENDDAT  Date          8                N
    5  SOURCE      Character    18                N
    6  PRICE       Numeric       8      2         N
    7  FY_FUNDS    Character     2                N
    8  REQ_OFFICE  Character    10                N
    9  INVOICE     Character     9                N
   10  INFO        Memo         10                N
*** Total ***                  133
```

## INDEXES

| | |
|---|---|
| SUBFILE.NDX | (Sub_title) |
| REQOFF.NDX  | (Req_office) |
| INVOICE.NDX | (Invoice) |

## FIELD DEFINITIONS

| | |
|---|---|
| SUB_TITLE  | 50 character alphanumeric field.  Stores the title of the subscription. |
| TI_NUMBER  | 9 character alphanumeric field.  Stores the title number. |
| SUB_BEGDAT | 8 character date field with format 99/99/99.  Stores the date the subscription begins. |

| | |
|---|---|
| SUB_ENDDAT | 8 character date field with format 99/99/99. Stores the date the subscription ends. |
| SOURCE | 18 character alphanumeric field. Stores the source of the subscription. |
| PRICE | 8 character numeric field with format 99/99/99. Stores the price of the subscription. |
| FY_FUNDS | 2 character alphanumeric field. Stores the fiscal year fund abbreviated date (91, 92). |
| REQ_OFFICE | 10 character alphanumeric field. Stores the requisitioning office. |
| INVOICE | 9 character alphanumeric field. Stores the invoice number. |
| INFO | Memo field. Stores any additional information. |

# TECHNICAL REPORTS DATA ENTRY PROGRAM

## OVERVIEW

The data entry program will allow you to enter information pertaining to the Technical Reports area.

## ACCESS AND RUN PROGRAM

Select option 1, Enter BOOK INFORMATION from the BOOK ORDER MENU. The program BOOKENT.PRG will run.

The program will display the following screen to allow you to choose the area for data entry:

```
SELECT AREA TO ENTER INFORMATION

    1.  BOOK ORDERS
    2.  GOV'T DOCUMENTS (NON-TECHNICAL)
    3.  SUBSCRIPTIONS
    4.  TECHNICAL DOCUMENTS

        SELECT OPTION --->
```

Choose number 4. The selected area uses the database NTISORDE.DBF and the following indexes:

|                |             |              |
|----------------|-------------|--------------|
| NTISORDE.NDX   | TITLE.NDX   | DATAORD.NDX  |
| NTIORD.NDX     | AGENCY.NDX  |              |

The TECHNICAL REPORTS area data entry screen will display as follows:

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```
+-------------------------------------------------+
|  +-------------------------------------------+  |
|  |  ROCKY MOUNTAIN ARSENAL - TECHNICAL INFORMATION CENTER |
|  |        TECHNICAL DOCUMENTS DATA ENTRY ROUTINE          |
|  |-------------------------------------------|  |
|  |                                           |  |
|  |  DOCUMENT NUMBER:                         |  |
|  |                                           |  |
|  |  TITLE:                                   |  |
|  |                                           |  |
|  |  DATE ORDERED:  / /      DATE RECEIVED:  / / |
|  |                                           |  |
|  |  ORDERED FOR:                             |  |
|  |                                           |  |
|  |  DATE ORDER NUMBER:          PRICE:  0.00 |  |
|  |                                           |  |
|  |  CONTROL NUMBER:       AGENCY NUMBER:     |  |
|  |                                           |  |
|  |  CHECK ABOVE INFORMATION: ????            |  |
|  |                                           |  |
|  +-------------------------------------------+  |
|                                                 |
|               DO NOT LEAVE BLANK                |
+-------------------------------------------------+
```

Enter the following information:

a.   DOCUMENT NUMBER - a 15 character alphanumeric field.
     Enter the document number of the report.  **DO NOT LEAVE
     BLANK!**  (Enter a temporary number if you have to, but
     don't leave blank - the editing program will locate the
     record by this number.)

b.   TITLE - a 45 character alphanumeric field.  Enter the
     title of the report.

c.   DATE ORDERED - a 8 character date field with the format
     99/99/99 (month, day, year).  Enter the date the report
     is ordered.

d.   DATE RECEIVED - a 8 character date field with the format
     99/99/99 (month, day, year).  Enter the date the report
     is received.

e.   ORDERED FOR - a 20 character alphanumeric field.  Enter
     name of person report ordered for.

f.   DATE ORDER NUMBER - a 15 character alphanumeric field.
     Enter the date order number.

g.   PRICE - a 6 character numeric field with the format
     999.99.  Enter the price of the report.

h.   CONTROL NUMBER - a 11 character alphanumeric field.
     Enter the control number.

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i.   AGENCY NUMBER - a 20 character alphanumeric field. Enter the agency number.

j.   CHECK ABOVE INFORMATION - a data check field which will allow you to use the up/down/left/right cursor arrow keys to move back up through the screen to make changes before saving.

Press Enter at the Check Above Information field. The screen will clear and the information that you entered will be stored in the database unless you have left the DOCUMENT NUMBER field blank.

If you leave the Document Number field blank, the program will continually prompt you to re-enter it as follows:

**PLEASE RE-ENTER THE DOCUMENT NUMBER -- DO NOT LEAVE BLANK!**
**DOCUMENT NUMBER:**

Re-enter the document number. The program will save the information and allow you to leave the data entry area.

The program will then print a listing of the information that was entered (an example is included at the end of this section) and will ask if you want to continue entering information (see below).

## EXITING THE PROGRAM

When you are done with entering information in the Technical Reports area and the listing has printed, the screen will clear and the program will ask if you want to continue entering information. The following question will be displayed to the screen:

```
DO YOU WANT TO CONTINUE ENTERING INFORMATION? (Y/N)
```

a.   Choose Y. The screen will clear and you will be returned to the first selection screen where you can choose the Book Order area or other areas that you want to add information in. Proceed with entering information as described earlier in this text.

b.   Choose N. The screen will clear, the program will exit, and you will be returned to the BOOK ORDER MENU for further menu selections.

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TECHNICAL DOCUMENTS LISTING (for editing)
------------------------------------------------

DOCUMENT NUMBER: AD A116650

TITLE: ENV RISK ASSESS FOR 4 MUNITIONS..SAVANNA AD

DATE ORDERED: 12/23/91

DATE RECEIVED:   /  /

ORDERED FOR: DPRA/RUBY

DATE ORDER NUMBER:

PRICE: $   0.00

CONTROL NUMBER:

AGENCY NUMBER:

# TECHNICAL REPORTS EDITING PROGRAM

## OVERVIEW

The edit program will allow you to edit information that was entered into the Technical Reports database NTISORDE.DBF.

## ACCESS AND RUN PROGRAM

Choose 2, Edit BOOK INFORMATION from the BOOK ORDER MENU. The following area selection screen will display:

```
      SELECT AREA TO EDIT INFORMATION

          1.  BOOK ORDERS
          2.  GOV'T DOCUMENTS (NON-TECHNICAL)
          3.  SUBSCRIPTIONS
          4.  TECHNICAL DOCUMENTS

          SELECT OPTION ---> █
```

Choose 4. The program will display the Document Number entry field as follows:

```
      PLEASE ENTER DOCUMENT NUMBER: XXXX
```

Enter the Document Number and Press Enter. The screen will clear and the program will search the database for a match of the entered Document Number.

**MATCH NOT FOUND**

If the program is unable to find a match in the database, the following message will be displayed:

42

The document number XXXX was NOT FOUND.
Do you want to re-enter the number? (Y/N)

a.   Choose **Y**.  The screen will clear and you will be returned to the DOCUMENT NUMBER entry screen.  Re-enter the number.

b.   Choose **N**.  The screen will clear and you will be asked if you want to continue editing other records or exit the program.

**MATCH FOUND**

When the program has located the record in the database, the following edit screen will display:

```
                                      Num      ExclLock

        ROCKY MOUNTAIN ARSENAL - TECHNICAL INFORMATION CENTER
                  TECHNICAL DOCUMENTS EDITING ROUTINE

   DOCUMENT NUMBER: PB 92-00031

   TITLE: MESH

   ORDERED DATE (mm/dd/yy): 02/20/92  RECEIVED DATE (mm/dd/yy): 02/26/92

   ORDERED FOR: JUDY

   DATE ORDER NUMBER:              PRICE:  40.00

   CONTROL NUMBER: 205130186       AGENCY NUMBER:

      Press "CTRL+W" at the same time to save changes.
      Press "ESC" if you do not want to save changes made.
      Press "CTRL+U" to delete and "CTRL+W" to exit screen.
```

Make your editing changes.

a.   To save, press **CTRL+W**.

b.   To leave screen without saving press **ESC**.

c.   To mark record for deletion, press **CTR+U**.  You will see **del** appear near the top of the screen at the upper right side.  This will show that the record is marked for deletion.  It will physically be erased when you exit from the program.  After pressing **CTRL+U** to mark the record, press **CTRL+W** to save and exit the screen.

43

When you have exited the screen, the program will ask if you
have finished editing the current record. The following will
display:

```
┌─────────────────────────────────────┐
│  ARE YOU DONE EDITING? (Y/N)         │
└─────────────────────────────────────┘
```

a.    Choose N if you are not done editing. You will be
      returned to the edit screen with the currently selected
      record displayed.

b.    Choose Y if you are done editing. The screen will clear
      and you will be given the choice to continue editing
      other records or exiting the program. The program also
      prints a listing of the edited data for your information
      (an example is included at the end of this section).

## EXITING THE PROGRAM

You will be asked if you want to continue editing other
records. The question will display as follows:

```
┌──────────────────────────────────────────────────────────┐
│  DO YOU WANT TO CONTINUE EDITING OTHER RECORDS? (Y/N)     │
└──────────────────────────────────────────────────────────┘
```

a.    Y will take you back up to the very first editing option
      screen to allow you to pick the area you want to edit
      records in. Proceed with editing as described in this
      text.

b.    N will exit you from the program and return you to the
      BOOK ORDER MENU for further menu selections.

44

**TECHNICAL DOCUMENTS LISTING (for editing)**
----------------------------------------------

DOCUMENT NUMBER: PB 92-00031

TITLE: MESH

DATE ORDERED: 02/20/92

DATE RECEIVED: 02/26/92

ORDERED FOR: JUDY

DATE ORDER NUMBER:

PRICE: $   40.00

CONTROL NUMBER: 205130186

AGENCY NUMBER:

# TECHNICAL REPORTS PRINTED REPORT

## OVERVIEW

A finished report may be printed for Technical Reports from information stored in the NTISORDE.DBF database. The print program will allow you to generate this report.

## ACCESS AND RUN PROGRAM

Choose option 3, Print BOOK ORDER REPORT(S) from the Book Order Menu. The program BOOKPRN.PRG will run.

You will be asked to select the area you want to print reports in. The following selection screen will display:

```
SELECT AREA TO PRINT REPORTS

    1.  BOOK ORDERS
    2.  GOV'T DOCUMENTS (NON-TECHNICAL)
    3.  SUBSCRIPTIONS
    4.  TECHNICAL DOCUMENTS

        SELECT OPTION --->
```

Choose 4. You will be asked to enter the Document Number of the record you want to print. The Document Number entry screen will display as follows:

```
PLEASE ENTER DOCUMENT NUMBER: XXXXXXXXXXXX
```

Enter the Document Number and Press Enter. The screen will clear and the program will search the database for a match.

**MATCH NOT FOUND**

If a match is not found, the following message will display:

> The document number XXXXXXXXXXX was NOT FOUND.
> Do you want to re-enter the number? (Y/N)

a.   Choose Y.  You will be returned to the Document Number entry field to re-enter the number.

b.   Choose N.  You will be asked if you want to continue printing other reports or not.  If you do not, you will be exited from the program.

**MATCH FOUND**

When a match is found the program will print the report.  A sample copy of this report is included at the end of this section.

## EXITING THE PROGRAM

After the report has printed, the program will ask you the following:

> DO YOU WANT TO CONTINUE PRINTING OTHER REPORTS? (Y/N)

a.   Y will return you to the first area selection screen so you may continue printing reports.

b.   N will be exit you from the program and return you to the BOOK ORDER MENU for further menu selections.

DOCUMENT NUMBER: PB 92-00031

TITLE: MESH

DATE ORDERED: 02/20/92                    DATE RECEIVED: 02/26/92

ORDERED FOR: JUDY                         DATE ORDER NUMBER:

PRICE: $  40.00                           CONTROL NUMBER: 205130186

AGENCY NUMBER:

# DATABASE STRUCTURES & FIELD DEFINITIONS

## NTISORDE.DBF

```
. disp stru
Structure for database: F:\TECH\BOOKS\NTISORDE.DBF
Number of data records:     24
Date of last update   : 04/14/92
Field  Field Name  Type       Width    Dec    Index
    1  DOC_NUMBER  Character     15              N
    2  TITLE       Character     45              N
    3  ORDERED     Date           8              N
    4  RECEIVED    Date           8              N
    5  ORDEREDFOR  Character     20              N
    6  DATE_ORDNO  Character     15              N
    7  PRICE       Numeric        6      2       N
    8  CONTROLNUM  Character     11              N
    9  AGENCYNUM   Character     20              N
*** Total ***                  149
```

## INDEXES

| | |
|---|---|
| NTISORDE.NDX | (Doc_number) |
| TITLE.NDX | (Title) |
| DATEORD.NDX | (Ordered) |
| NTIORD.NDX | (Orderedfor) |
| AGENCY.NDX | (Agencynum) |

## FIELD DEFINITIONS

| | |
|---|---|
| DOC_NUMBER | 15 character alphanumeric field.  Stores the document number. |
| TITLE | 45 character alphanumeric field.  Stores the title of the document. |
| ORDERED | 8 character date field with format 99/99/99.  Stores the date document ordered. |

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| | |
|---|---|
| **RECEIVED** | 8 character date field with format 99/99/99. Stores the date document received. |
| **ORDEREDFOR** | 20 character alphanumeric field. Stores the name of person document ordered for. |
| **DATE_ORDNO** | 15 character alphanumeric field. Stores the date order number. |
| **PRICE** | 6 character numeric field. Stores the price of the document. |
| **CONTOLNUM** | 11 character alphanumeric field. Stores the control number. |
| **AGENCYNUM** | 20 character alphanumeric field. Stores the agency number. |

# INTER LIBRARY LOAN MENU

## OVERVIEW

The INTER LIBRARY LOAN MENU creates a menu screen that will allow
you to select options to enter, edit, or print INTER LIBRARY LOAN
information.

## ACCESS THE MENU

Select Option 2, INTER LIBRARY LOAN MENU from the BOOK ORDER/INTER
LIBRARY LOAN MENU.  The program ILLMENU.PRG will run.

## MENU SCREEN

The program will display the menu screen as follows:

```
                    ROCKY MOUNTAIN ARSENAL
                 TECHNICAL INFORMATION CENTER
                    INTER LIBRARY LOAN MENU
    _____

              1>  Enter   ILL INFORMATION

              2>  Edit    ILL INFORMATION

              3>  Print   ILL REPORT

              E>  EXIT dBASE

              R>  RETURN TO MAIN MENU
    _____

                   ENTER YOUR OPTION --->
```

Option 1. Enter ILL INFORMATION will run the data entry program
allowing information to be entered in the Inter Library Loan
database.

Option 2. Edit ILL INFORMATION will run the edit program allowing
information stored in the Inter Library Loan database to be edited.

Option 3. PRINT ILL REPORT will run the print program that will
generate a printed report for selected information in the Inter
Library Loan database.

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Option E. EXIT dBASE will leave the menu and quit from dBASE IV.

Option R. RETURN TO MAIN MENU will exit from the current menu and return to the calling menu.

# INTER LIBRARY LOAN DATA ENTRY PROGRAM

## OVERVIEW

The data entry program will allow you to enter information pertaining to Inter Library Loans.

## ACCESS PROGRAM

Select Option 1, Enter ILL INFORMATION from the Inter Library Loan Menu.

## RUN PROGRAM

The program ILLENT.PRG will run. The program uses the database ILLFILE.DBF. The indexes are listed below:

| | | |
|---|---|---|
| BORROW.NDX | OFFICE.NDX | AUTHART.NDX |
| MONOGR.NDX | JOURNAL.NDX | NTIC.NDX |
| SOURCE1.NDX | SOURCE2.NDX | REPORT.NDX |
| ILLUSE.NDX | | |

The program will display the data entry screen as follows:

```
            ROCKY MOUNTAIN ARSENAL - TECHNICAL INFORMATION CENTER
                  INTER LIBRARY LOAN DATA ENTRY ROUTINE
   _____

   BORROWER:                     OFFICE:
   ARTICLE TITLE:

   AUTHOR:
   MONOGR:
   JOURNAL TITLE:                PAGES YR:
   NTIS NUMBER:
   SOURCE 1:                     SOURCE 2:
   DATE ORDERED:   / /           DATE RECEIVED:   / /
   NOTES:
   REPORT NUMBER:
   USE OF ILL:
   VERIFIED IN:

   CHECK ABOVE INFORMATION: ????


                        DO NOT LEAVE BLANK!
```

Enter information in the following fields.

a. BORROWER - 20 character alphanumeric field. Enter the name of the person borrowing materials.

b.  OFFICE - 10 character alphanumeric field.  Enter the office of the person borrowing materials.

c.  ARTICLE TITLE - 100 character alphanumeric field.  Enter the title of the material being borrowed.

d.  AUTHOR - 30 character alphanumeric field.  Enter the author's name of material being borrowed.

e.  MONOGR - 60 character alphanumeric field.  Enter comments deemed necessary.

f.  JOURNAL TITLE - 15 character alphanumeric field.  Enter a title of journal if material borrowed is journal.

g.  PAGES YR - 20 character alphanumeric field.  Enter pages information.

h.  NTIS NUMBER - 20 character alphanumeric field.  Enter NTIS number.

i.  SOURCE 1 - 15 character alphanumeric field.  Enter first source.

j.  SOURCE 2 - 15 character alphanumeric field.  Enter second source.

k.  DATE ORDERED - 8 character date field with format 99/99/99.  Enter date materials ordered.

l.  DATE RECEIVED - 8 character date field with format 99/99/99.  Enter date materials received.

m.  NOTES - 40 character alphanumeric field.  Enter any notes.

n.  REPORT NUMBER - 20 character alphanumeric field.  Enter report number.

o.  USE OF ILL - 20 character alphanumeric field.  Enter use of inter library loan information.

p.  VERIFIED IN - 30 character alphanumeric field.  Enter verified in information.

At the CHECK ABOVE INFORMATION field, you have the option of using the up/down/left/right cursor arrows to move back up through the screen to make any changes before saving or to Press Enter to exit from the screen and save the entered information.

When you have pressed enter, the program will save the information to the database unless you have left the BORROWER field blank. If you have, the program will display the following message:

**PLEASE RE-ENTER BORROWER'S NAME -- DO NOT LEAVE BLANK BORROWER'S NAME:**

You will be continually prompted to enter the Borrower's name until you do so. The program will then save the information entered.

The program will then print a listing of the information that was entered and will then ask if you want to continue entering information.

## EXITING THE PROGRAM

When you are done with entering information, the screen will clear and you will be asked if you want to continue entering information. The following question will be displayed to the screen.

```
DO YOU WANT TO CONTINUE ENTERING INFORMATION? (Y/N)
```

a.   Choose **Y**. The screen will clear and you will be returned to the data entry screen. Enter information as described in this text.

b.   Choose **N**. The screen will clear, the program will exit, and you will be returned to the Inter Library Loan Menu for further menu selections.

# INTER LIBRARY LOAN EDITING PROGRAM

## OVERVIEW

The edit program will allow you to make changes to information that has been entered into the Inter Library Loan database ILLFILE.DBF. The indexes are listed below:

| | | |
|---|---|---|
| BORROW.NDX | OFFICE.NDX | AUTHART.NDX |
| MONOGR.NDX | JOURNAL.NDX | NTIC.NDX |
| SOURCE1.NDX | SOURCE2.NDX | REPORT.NDX |
| ILLUSE.NDX | | |

## EDIT INFORMATION

Choose 2, Edit ILL INFORMATION from the Inter Library Loan menu. You will be asked to enter the BORROWER'S NAME as follows:

```
ENTER BORROWER'S NAME: XXXXX XXXXXX
```

Enter the borrower's name and Press Enter. The program will search the database for a match.

**MATCH NOT FOUND**

If a match is not found, the following message and question will be displayed:

> **The borrower's name XXXXX XXXXX was NOT FOUND.**
> **Do you want to re-enter the name? (Y/N)**

a.   Choose **Y**. You will be returned to the Borrower's Name entry screen to re-enter the name.

b.   Choose **N**. You will asked if you want to continue editing records. You may either choose **Y** and enter a new Borrower's name or **N** and exit the program.

**MATCH FOUND**

When a match is found, the program will display the edit screen as follows:

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```
                                Ins    Num    EscfLock
            ROCKY MOUNTAIN ARSENAL - TECHNICAL INFORMATION CENTER
                    INTER LIBRARY LOAN DATA EDITING ROUTINE
     ─────────────────────────────────────────────────────────────

     BORROWER: DAVID KAY                OFFICE: ARXOH-LS
     ARTICLE TITLE: SEPARATION OF THIODIGLYCOL POLYETHERS AND RELATED COMPOUNDS BY
                    REVERSED-PHASE HIGH PERFORMANCE...
     AUTHOR: BOSTER, DE
     MONOGR:
     JOURNAL TITLE: J CHROMATOGRAPH     PAGES YR: 461:293-303, 1989
     NTIS NUMBER:
     SOURCE 1: EPA HQ LIBRARY           SOURCE 2:
     DATE ORDERED (mm/dd/yy): 09/27/91  DATE RECEIVED (mm/dd/yy): 10/03/91
     NOTES: DIALOG CA 111024255
     REPORT NUMBER:
     USE OF ILL: RESEARCH
     VERIFIED IN:

        ┌──────────────────────────────────────────────────────┐
        │    Press "CTRL+W" at the same time to save changes.   │
        │    Press "ESC" if you do not want to save changes made.│
        │    Press "CTRL+U" to delete and "CTRL+W" to exit screen.│
        └──────────────────────────────────────────────────────┘
```

Make your editing changes and then do of the following:

a.   Press **CTRL+W** to save changes made.  This will also exit
     you from the screen.

b.   Press **ESC** to leave screen without saving changes.

c.   Press **CTRL+U** to mark record for deletion (it will be
     removed when you exit the program) and then **CTRL+W** to
     save change and exit screen.

The program will then ask if you are done with your edit
displayed as follows:

```
   ┌─────────────────────────────────────────────┐
   │   ARE YOU DONE EDITING?  (Y/N)              │
   └─────────────────────────────────────────────┘
```

a.   Choose **N** if you are not done editing.  You will be
     returned to the currently selected record to continue
     with your edit.

b.   Choose **Y** if you are done editing.  The screen will clear,
     the program will print a listing (an example is included
     at the end of this chapter) and you will be asked if you
     want to continue editing other records.  If you choose **Y**,
     you will be returned to the very first BORROWER'S NAME
     entry field to enter the name of the borrower for the
     next record to edit.  If you choose **N**, you will be exited
     from the program.

## EXITING THE PROGRAM

When you are finished with your edits, the program will ask you the following:

| DO YOU WANT TO CONTINUE EDITING OTHER RECORDS? (Y/N) |
| --- |

a.  Choose **Y** if you do want to edit other records. The screen will clear and you will be returned to the BORROWER'S NAME entry screen to enter a new name.

b.  Choose **N** if you do not want to edit other records. The screen will clear, the program will exit, and you will be returned to the Inter Library Loan Menu for further menu selections.

INTER LIBRARY LOAN LISTING (for editing)
------------------------------------------

BORROWER: SCOTT DAVID

OFFICE: DPRA

ARTICLE TITLE: LABORATORY STUDY OF THE RELEASE OF PESTICIDES AND PCB
              MATERIALS TO THE WATER COLUMN DURING...

ARTICLE AUTHOR: USA COE/WES

JOURNAL TITLE:

PAGES YR: 1975

NTIS NUMBER:

SOURCE 1: USA COE/WES

SOURCE 2:

DATE ORDERED: 09/23/91

DATE RECEIVED: 10/06/91

NOTES: COPIED AND RETURNED TO COE/WES

REPORT NUMBER: AD-A026-635

USE OF ILL: ADMIN RECORD

VERIFIED IN:

# INTER LIBRARY LOAN PRINTED REPORT

## OVERVIEW

A finished report for a selected borrower may be printed.

## PRINT REPORT

Choose 3, Print ILL REPORT. The program will ask you to enter the
BORROWER'S NAME and the DATE ORDERED for the report you would like
to have printed. The following will display:

> **ENTER BORROWER'S NAME: XXXX XXXXX**
> **ENTER DATE ORDERED: XX/XX/XX**

Enter the Borrower's Name and the Date Ordered and Press Enter.
The program will search the database for a match of the above
information.

**MATCH NOT FOUND**

If a match is not found, the following message will be displayed:

> **The borrower's name XXXX XXXXX and the**
> **date ordered XX/XX/XX were NOT FOUND.**
>
> **Do you want to re-enter the name and date? (Y/N)**

a.  Choose **Y** if you do want to re-enter the name and date.
    You will be returned to the Borrower's Name and Date
    Ordered entry screen to re-enter the date.

b.  Choose **N** if you do not want to re-enter the name and
    date. You will be offered the choice of continuing to
    print other reports or exiting the program.

**MATCH FOUND**

When a match if found, the program will print the report for
the requested Borrower's Name and Date Ordered.

An example of a report is included at the end of this section.

## EXITING THE PROGRAM

When the report has printed the program will ask if you want
to continue or not as follows:

```
┌─────────────────────────────────────────────────────────────┐
│  DO YOU WANT TO CONTINUE PRINTING OTHER REPORTS?  (Y/N)      │
└─────────────────────────────────────────────────────────────┘
```

a.      Choose **Y** if you do want to continue printing other
        reports.  You will be returned to the Borrower's Name and
        Date Ordered entry screen.

b.      Choose **N** is you do not want to continue printing other
        reports.  The screen will clear, the program will exit,
        and you will be returned to the Inter Library Loan Menu
        for further menu selections.

---

BORROWER: SCOTT DAVID                              OFFICE: DPRA

ARTICLE TITLE: LABORATORY STUDY OF THE RELEASE OF PESTICIDES AND PCB
                MATERIALS TO THE WATER COLUMN DURING...

ARTICLE AUTHOR: USA COE/WES

JOURNAL TITLE:                                     PAGES YR: 1975

NTIS NUMBER:

SOURCE 1: USA COE/WES                              SOURCE 2:

DATE ORDERED: 09/23/91                  DATE RECEIVED: 10/06/91

NOTES: COPIED AND RETURNED TO COE/WES

REPORT NUMBER: AD-A026-685                    USE OF ILL: ADMIN RECORD

VERIFIED IN:

---

---

BORROWER: SCOTT DAVID                          OFFICE: DPRA

ARTICLE TITLE: FYI SUBMISSION NO FYI-OTS-0483-0242. UNPUB INFO ON
               THE HEALTH EFFECTS OF FYROL DMMP

ARTICLE AUTHOR: STAUFFER CHEMICAL COMPANY

JOURNAL TITLE:                                 PAGES YR:

NTIS NUMBER:

SOURCE 1: EPA/FOIA                             SOURCE 2:

DATE ORDERED: 10/03/91                DATE RECEIVED: 10/24/91

NOTES: REQUESTED FOIA - MICROFICHE SENT

REPORT NUMBER:                             USE OF ILL: ADMIN RECORD

VERIFIED IN:

---

# DATABASE STRUCTURES & FIELD DEFINITIONS

## ILLFILE.DBF

```
Structure for database: F:\TECH\BOOKS\ILLFILE.DBF
Number of data records:       26
Date of last update   : 04/15/92
Field  Field Name  Type        Width   Dec   Index
    1  BORROWER    Character      20           N
    2  OFFICE      Character      10           N
    3  TITLE_ART   Character     100           N
    4  AUTHOR_ART  Character      30           N
    5  MONOGR      Character      60           N
    6  JOURNAL_TI  Character      15           N
    7  PAGES_YR    Character      20           N
    8  NTIS_NUM    Character      20           N
    9  SOURCE_1    Character      15           N
   10  SOURCE_2    Character      15           N
   11  ORDERED     Date            8           N
   12  RECEIVED    Date            8           N
   13  NOTES       Character      40           N
   14  REPORT_NUM  Character      20           N
   15  USE_OF_ILL  Character      20           N
   16  VERIFIEDIN  Character      30           N
*** Total ***                    432
```

## INDEXES

| | |
|---|---|
| BORROW.NDX | (Borrower+Ordered) |
| OFFICE.NDX | (Office) |
| AUTHOR.NDX | (Author_art) |
| MONOGR.NDX | (Monogr) |
| JOURNAL.NDX | (Journal_ti) |
| NTIS.NDX | (NTIS) |
| SOURCE1.NDX | (Source_1) |
| SOURCE2.NDX | (Source_2) |
| REPORT.NDX | (Report_num) |
| ILLUSE.NDX | (Use_of_ILL) |

## FIELD DEFINITIONS

| | |
|---|---|
| BORROWER | 20 character alphanumeric field. Stores name of person borrowing material. |
| OFFICE | 10 character alphanumeric field. Stores name of office of person borrowing material. |

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| | |
|---|---|
| TITLE_ART | 100 character alphanumeric field. Stores title of article being borrowed. |
| AUTHOR_ART | 30 character alphanumeric field. Stores name of the author of article borrowed. |
| MONOGR | 60 character alphanumeric field. Stores additional information. |
| JOURNAL_TI | 15 character alphanumeric field. Stores name of journal being borrowed. |
| PAGES_YR | 20 character alphanumeric field. Stores pages year. |
| NTIS_NUM | 20 character alphanumeric field. Stores NTIS number. |
| SOURCE_1 | 15 character alphanumeric field. Stores first source. |
| SOURCE_2 | 15 character alphanumeric field. Stores second source. |
| ORDERED | 8 character date field with format 99/99/99. Stores date ordered. |
| RECEIVED | 8 character date field with format 99/99/99. Stores date received. |
| NOTES | 40 character alphanumeric field. Stores additional notes. |
| REPORT_NUM | 20 character alphanumeric field. Stores report numbers. |
| USE_OF_ILL | 20 character alphanumeric field. Stores the use of inter library loan. |
| VERIFIEDIN | 30 character alphanumeric field. Stores verified in information. |

INTER LIBRARY LOAN LISTING (for editing)
------------------------------------------

BORROWER: G. MOHRMAN

OFFICE: AMXRM-LS

ARTICLE TITLE: CAPILLARY COLUMN ISOBUTANE CHEMICAL-IONIZATION MASS
              SPECTROMETRY ...PP 553-564

ARTICLE AUTHOR: D'AGOSTINO, PA

JOURNAL TITLE:

PAGES YR:

NTIS NUMBER:

SOURCE 1:

SOURCE 2:

DATE ORDERED:    /  /

DATE RECEIVED:    /  /

NOTES:

```
*** INTERRUPTED ***
? 'NOTES:',notes
** At    line  118 in file entill.prg, procedure ENTILL
   from line    35 in file illmenu.prg, procedure ILLMENU
   from line    38 in file lmenu.prg, procedure LMENU
   from line    51 in file mainmenu.prg, procedure MAINMENU
   from expression evaluation
   from
Cancel
. quit
 *** END RUN   dBASE IV
```

INTER LIBRARY LOAN LISTING (for editing)
------------------------------------------

BORROWER: G. MOHRMAN

OFFICE: AMXRM-LS

ARTICLE TITLE: GAS-CHROMATOGRAPHIC RETENTION INDICES OF SULPHUR VEISCANTS
            ANDRELATED COMPOUNDS PP 399-411

ARTICLE AUTHOR: D/AGOSTINO, PA

JOURNAL TITLE: J CHROMATOGR

PAGES YR:   436 (3), 19 FEB 88

NTIS NUMBER:

SOURCE 1:

SOURCE 2:

DATE ORDERED: 04/22/92

DATE RECEIVED:   /  /

NOTES: SF 162

REPORT NUMBER:

USE OF ILL:

VERIFIED IN:

LIMIT OF CONSTRUCTION PER R.T.I.C.

OFFICE
12⁶×12⁶

OFFICE
13⁶×9⁶

MAPS

TECH REPORTS

UP

CD-ROM
10⁰×6⁸

CD-ROM
10⁰×6⁸

CD-ROM
10⁰×6⁸

OPAC
10⁰×6⁸

REFERENCE

TABLE

REFERENCE

MONOGRAPHS

AND

BACK

FILES

CURRENT JOURNALS

COPIER

36

CIRCULATION

OFFICE
11⁶×13⁰

OFFICE
11⁶×13⁰

OFFICE
11⁶×13⁰

OFFICE
12⁰×11⁰

FLR. TO CEILING
FIXED PARTITION (typ.)

WP
P

OFFICE
11⁶×13⁰

OFFICE
11⁶×13⁰

OFFICE
11⁶×12⁶

OFFICE
12⁰×11⁰

DUTCH
DOOR

OPEN

SEC'Y.

OFFICE
12⁶×12⁶

OFFICE
13⁶×9⁰

MAPS

UP

LIMIT OF CONSTRUCTION PER R.T.I.C.

REPORTS

90

CURRENT JNLS

COPIER

REFERENCE

TABLE

REFERENCE

51

MONOGRAPHS

AND

BACK

FILES

OPAC

2'0"

CURRENT JNLS

CIRCULATION

36

OFFICE
11⁶×13⁰

OFFICE
11⁶×13⁰

OFFICE
11⁶×13⁰

OFFICE
12'×11'

RAMP
UP

FLR. TO CEILING
FIXED PARTITION (typ.)

OFFICE
11⁶×13⁰

OFFICE
11⁶×13⁰

OFFICE
11⁶×12⁶

OFFICE
12'×11'

DUTCH
DOOR

OPEN

SEC'Y

OFFICE
12⁶×12⁶

OFFICE
13⁶×9⁰

MAPS

UP

TECH REPORTS

CD-ROM
10⁰×6⁵

REFERENCE

CD-ROM
10⁰×6⁵

TABLE

REFERENCE

CD-ROM
10⁰×6⁵

MONOGRAPHS

AND

BACK

FILES

CURRENT JOURNALS

OPAC
10⁰×6⁵

COPIER

LIMIT OF CONSTRUCTION PER R.T.I.C.

CIRCULATION

OFFICE
11⁶×13⁰

OFFICE
11⁶×13⁰

OFFICE
11⁶×13⁰

OFFICE
12⁰×11⁰

FLR. TO CEILING FIXED PARTITION (typ.)

UP

OFFICE
11⁶×13⁰

OFFICE
11⁶×13⁰

OFFICE
11⁶×12⁶

OFFICE
12⁰×11⁰

DUTCH DOOR

OPEN

LIMIT OF CONSTRUCTION FOR R.T.I.C.

OFFICE
12⁶ × 12⁶

OFFICE
13⁶ × 9⁶

MAPS

UP

REFERENCE

TABLE

REFERENCE

TECH REPORTS

CD-ROM
10⁰ × 6⁸

CD-ROM
10⁰ × 6⁸

CD-ROM
10⁰ × 6⁸

OPAC
10⁰ × 6⁸

MONOGRAPHS    AND    BACK    FILES

CURRENT
JOURNALS

COPIER

CIRCULATION

36

OFFICE
11⁶ × 13⁰

OFFICE
11⁶ × 13⁰

OFFICE
11⁶ × 13⁰

OFFICE
12⁰ × 11⁰

AMP
UP

FLR. TO CEILING
FIXED PARTITION (typ.)

OFFICE
11⁶ × 13⁰

OFFICE
11⁶ × 13⁰

OFFICE
11⁶ × 12⁶

OFFICE
12⁰ × 11⁰

DUTCH
DOOR

OPEN

SEC'Y.

OPEN

SEC'Y

DUTCH DOOR

OFFICE 11'x12'

OFFICE 11'x13'

OFFICE 11'x13'

OFFICE 12'x11'

FLR. TO CEILING FIXED PARTITION (typ.)

OFFICE 12'x11'

OFFICE 11'x13'

OFFICE 11'x13'

OFFICE 11'x13'

CIRCULATION

OPAC

36

CURRENT JNLS

CURRENT JNLS

FILES

BACK

AND

MONOGRAPHS

5'

TABLE

REFERENCE

REFERENCE

COPIER

REPORTS

MAPS

OFFICE 15'x9'

OFFICE 12'x12'

UP

70

LIMIT OF CONSTRUCTION FOR E.T.I.C.

OPEN

DUTCH DOOR

OFFICE
11'x12'6"

OFFICE
11'x13'

OFFICE
11'x13'

OFFICE
12'x11"

OFFICE
12'x11"

FLR. TO CEILING
FIXED PARTITION (typ.)

OFFICE
11'x13'6"

OFFICE
11'x13'

OFFICE
11'x13'6"

CIRCULATION

OPAC

CURRENT JNLS

CURRENT JNLS

COPIER

TECH REPORTS

MAPS

UP

DN

OFFICE
13'6"x4'6"

OFFICE
12'6"x12'

LIMIT OF CONSTRUCTION FOR R.T.I.C.

OPEN

DUTCH
DOOR

OFFICE
11'x12'

OFFICE
11'x13'

OFFICE
11'x13'

OFFICE
12'x11'

OFFICE
12'x11'

FLR. TO CEILING
FIXED PARTITION (typ.)

OFFICE
11'x13'

OFFICE
11'x13'

OFFICE
11'x13'

DN

UP

CIRCULATION

OPAC

2'0"

CURRENT JNLS

CURRENT JNLS

TECH REPORTS

MAPS

COPIER

OFFICE
15'x9'

OFFICE
12'x12'

UP

LIMIT OF CONSTRUCTION FOR R.T.I.C.

# RTIC STATISTICS SHEET

DATE _____
SUBMITTED BY _____

1. **ATTENDANCE**

   GU _____     AU _____

   CU _____     DU _____

2. **CIRCULATION**

   CIO _____     CID _____     CIA _____

   CEO _____     CED_____     CEA _____

   RNAO _____     RNAD _____

3. **INFORMATION REQUESTS**                    4. **RESEARCH QUESTIONS**

   __ID _____                       __RD _____

   __IA _____                       __RA _____

   __IO _____                       __RO _____

5. **BIBLIOGRAPHIES**                          6. **FILES ACCESSED**

   __BD _____                       __OS _____

   __BA _____                       __IF _____

   __BO _____                       __NF _____

7. **SPECIAL PROGRAMS**

   IP _____                         EP _____

   TR _____                         ET _____

8. **SELECTIVE DISSEMINATION OF INFORMATION**

   __SDI _____

9. **NEW DOCUMENTS RECEIVED**                  10. **SPECIAL PROJECTS**

   SUBM _____

MEMORANDUM FOR  DPRA/Mr. McColloch          April 28, 1992

SUBJECT:  Subscription to Order


1.  Please order a three year subscription to TOMES PLUS system including the REPRORICK system and a 3 year lease option on a CD-ROM datadrive.  The subscription's "ship to" address will be:

> Technical Information Center
> AMXRM-IM/J. Knight
> Rocky Mountain Arsenal
> Commerce City, CO  80022-2180

The total price of the order (less the Faxon surcharge) is $9,135.00

2.  Please order it from the Faxon Federal Information Services.  The Faxon Company can obtain the subscription from:

> Micromedex, Inc.
> 600 Grant Street
> Denver, CO  80203-3527
> 1-800-525-9083


                                        JUDITH A. KNIGHT
                                        Technical Librarian


cf:  AMXRM-I/Ms. Abbott

# STATISTICS TO BE REPORTED TO ARMY

PER AR 25-1 WE MUST REPORT LIBRARY STATISTICS ANNUALLY; IT IS A FISCAL YEAR COMPILATION. THE REPORT IS MADE ON DA-5444-R, THE ARMY LIBRARY MANAGEMENT REPORTING SYSTEM. THE REPORT GOES THROUGH COMMAND CHANNELS TO HQ AMC AND MUST BE RECEIVED BY MID-NOVEMBER. THE STATISTICS LISTED BELOW MUST BE REPORTED. ITEMS KEPT ONLY BY AMIRA AND/OR JUDY ARE MARKED WITH AN [A/J].

1. MATERIALS USED IN LIBRARY BUT NOT CHECKED OUT - COUNT EACH INDIVIDUAL ITEM.

2. INFORMATION REQUESTS - DEFINED AS A REQUEST FROM A USER THAT REQUIRES FEWER THAN 15 MINUTES OF A STAFF MEMBER'S TIME TO ANSWER. MAY INCLUDE A RTIC CATALOG SEARCH, VERIFICATION OF INFORMATION IN A DOCUMENT, BOOK, ETC. RECORD THIS ONLY IF IT IS NOT RECORDED UNDER [PH] OR [ONL]

3. REFERENCE/RESEARCH REQUESTS - DEFINED AS TAKING MORE THAN 15 MINUTES OF A STAFF MEMBER'S TIME TO ANSWER. MAY INCLUDE IN DEPTH RESEARCH INTO TECHNICAL REPORTS FOR DATA, INFORMATION, ETC. MAY ALSO INCLUDE ONLINE SEARCH OF OUTSIDE DATABASES. THESE DATABASES ARE COUNTED AS A STATISTIC ELSEWHERE BUT MAY COMPRISE PART OF THIS ELEMENT IN TERMS OF TIME. [A/J]

4. BIBLIOGRAPHIES PREPARED - THIS STATISTIC IS DERIVED FROM ON DEMAND DATABASE SEARCHES. STATISTIC WILL BE KEPT WHEN SEARCHING EXTERNAL DATABASES ONLY; AN RTIC CATALOG SEARCH IS COUNTED AS AN INFORMATION REQUEST AND IS GENERATED UNDER THE AUTOMATED STATISTICS KEEPING ELEMENT [ONL]. COUNT WILL BE ONE EACH FOR A GIVEN TOPIC [E.G., ANALYSIS OF MANGANESE IN WATER OR SOIL]. NUMBER OF DATABASES ACCESSED IS KEPT IN # 7. [A/J]

5. SELECTIVE DISSEMINATION OF INFORMATION [SDI] - NUMBER OF USERS RECEIVING REGULAR SERVICE [A/J]

6. SPECIAL PROGRAMS PREPARED - RECORD EACH TYPE WITH THE CODE GIVEN. RECORD ONE EACH FOR EACH PERSON [E.G., ORIENTATION TO LIBRARY SERVICES WITH 6 PEOPLE ATTENDING COUNTS AS 6]

> [IP] IN-LIBRARY PROGRAMS
> [EP] EXTERNAL PROGRAMS
> [OB] ORIENTATION BRIEFINGS
> [EU] END USER TRAINING FOR OPAC OR CD-ROM SEARCHING

7. BIBLIOGRAPHIC FILES ACCESSED [A/J] - COUNTED IN THE FOLLOWING WAY:

[A] "ONE-SEARCH" - MULTIPLE FILES ACCESSED SIMULTANEOUSLY, COUNTS AS ONE PER SEARCH TOPIC [MAY BE MULTIPLE STRATEGIES]. FOR EXAMPLE USING "ENVIRON" ON DIALOG TO SEARCH FOR METHODS OF ANALYZING FOR MANGANESE IN WATER OR SOIL COUNTS AS 1 FILE ACCESSED.
[B] INDIVIDUAL FILES - SEARCHING FOR METHODS OF ANALYZING FOR MANGANESE IN WATER OR SOIL AND GOING INTO NTIS, WATERNET, AND TOXLINE INDIVIDUALLY COUNTS AS 3 FILES ACCESSED.
[C] NON-BIBLIOGRAPHIC FILES SUCH AS OCLC, CARL, EPA, ETC COUNT AS ONE FILE/SEARCH TOPIC.

14. BIBLIOGRAPHIES PREPARED * - THIS STATISTIC IS DERIVED FROM DATABASE SEARCHES. STATISTIC WILL BE KEPT FROM EXTERNAL DATABASES ONLY; RTIC CATALOG DATABASES ARE COUNTED IN #12. COUNT WILL BE ONE EACH FOR A GIVEN TOPIC [E.G., ANALYSIS OF MANGANESE IN WATER OR SOIL]. NUMBER OF DATABASES ACCESSED IS KEPT IN # 17. [A/J]

15. SELECTIVE DISSEMINATION OF INFORMATION [SDI] * - NUMBER OF USERS RECEIVING REGULAR SERVICE [A/J]

16. SPECIAL PROGRAMS PREPARED * - COUNTED BY SUM OF:

    [A] IN-LIBRARY PROGRAMS
    [B] EXTERNAL PROGRAMS
    [C] ORIENTATION BRIEFINGS
    [D] END USER TRAINING FOR OPAC OR CD-ROM SEARCHING

17. BIBLIOGRAPHIC FILES ACCESSED * [A/J] - COUNTED IN THE FOLLOWING WAY:

    [A] "ONE-SEARCH" - MULTIPLE FILES ACCESSED SIMULTANEOUSLY, COUNTS AS ONE PER SEARCH TOPIC [MAY BE MULTIPLE STRATEGIES]. FOR EXAMPLE USING "ENVIRON" ON DIALOG TO SEARCH FOR METHODS OF ANALYZING FOR MANGANESE IN WATER OR SOIL COUNTS AS 1 FILE ACCESSED.
    [B] INDIVIDUAL FILES - SEARCHING FOR METHODS OF ANALYZING FOR MANGANESE IN WATER OR SOIL AND GOING INTO NTIS, WATERNET, AND TOXLINE INDIVIDUALLY COUNTS AS 3 FILES ACCESSED.
    [C] NON-BIBLIOGRAPHIC FILES SUCH AS OCLC, CARL, EPA, ETC COUNT AS ONE FILE/SEARCH TOPIC.

5. Bibliographies prepared:

     Need: ABP - Amira
           JBP - Judy

  These will total to BP.
6. Special programs:

     Need: IP - in-library programs
           EP - externally presented programs
           TR - orientations  [currently used]
           ET - end-user training

     These fields will total separately.

7. Bibliographic files accessed:

     Need: AOS - one-search [Amira]
           JOS - one-search [Judy]
           AIF - individual files [Amira]
           JIF - individual files [Judy]
           ANF - non-bibligraphic files [Amira]
           JNF - non-bibliographic files [Judy]

     These fields will total to BFA.

8. Selective dissemination of information

     Need: SDI - this field will total monthly and annually; a daily is not needed although input may be input at any time.

9. OTHER STATS NEEDED

    * Overdue notices generated need to be automatically counted (monthly only)
    * Collection count
       NEED:  Count of total report titles
             Count of total pieces in reports [volumes, parts, etc.]
             Count of individual cataloged maps
             Count of individual cataloged photos
    * Special projects [inc memo field]
    * New document received [SUBM] - retain same field

4. Research questions:

   Need: Amira's questions - ARD [DPRA], ARA [Acumenix], ARO [Other]
         Quintin's questions - QRD, QRA, QRO
         Shenandoah's questions - SRD, SRA, SRO
         Judy's questions - JRD, JRA, JRO

   These will individually total to RD [ARD + QRD + SRD + JRD], RA [ARA + QRA
+ SRA + JRA, RO [ARO, QRO, SRO, JRO] in addition they will all total to RQ [RD +
RA + RO]. Need capability to total QXX + SXX separately.

5. Bibliographies prepared:

   Need: Amira's bibs - ABD [DPRA], ABA [Acumenix], ABO [Other]
         Judy' bibs - JBD, JBA, JBO

   These will total to BD [ABD + JBD], BA [ABA + JBA], and BO [ABO + JBO]; in
adition they will total to  BP [BD + BA + BO].

6. Special programs:

   Need:  IP - in-library programs
          EP - externally presented programs
          TR - orientations  [currently used]
          ET - end-user training

   These fields will total separately.

7. Bibliographic files accessed:

   Need: AOS - one-search [Amira]
         JOS - one-search [Judy]
         AIF - individual files [Amira]
         JIF - individual files [Judy]
         ANF - non-bibligraphic files [Amira]
         JNF - non-bibliographic files [Judy]

   These fields will total to BFA.

_Do we want to marry up requests to cost_

8. Selective dissemination of information

   Need: SDI - this field will total monthly and annually; a daily is not needed
although input may be input at any time.

9. OTHER STATS NEEDED

   * Overdue notices generated need to be automatically counted (monthly only)
   * Collection count
        NEED:   Count of total report titles
                Count of total pieces in reports [volumes, parts, etc.]
                Count of individual cataloged maps
                Count of individual cataloged photos
   * Special projects [inc memo field]
   * New document received [SUBM] - retain same field

## CHECKLIST - DOCUMENT RECATALOGING [PUT NOTES ON BACK]

1. RTIC # -

2. DATE OF DOCUMENT -                    00/00/00

3. NUMBER OF VOLUMES -

4. NUMBER OF PARTS/VOLUME -

5. NUMBER OF PAGES -              CONSECUTIVE          SECTIONAL

6. SETS OF DOCUMENT:

    ORIGINAL -    -   PHOTOCOPIED:   YES   NO

    COPIES -

7. OTHER REPORT NUMBERS ON DOCUMENT -

8. CONTRACT NUMBER(S) -

9. NUMBER OF PLATES -

10. NUMBER OF MAPS -

                                                    PRESENT          MISSING

    SEPARATE [IN POCKET] -
    IN REPORT [FOLD-OUT]  -
    IN REPORT [NON-FOLDOUT] -

-----------------------------------------------------------

# CHECKLIST - DOCUMENT RECATALOGING [PUT NOTES ON BACK]

1. RTIC # -

2. DATE OF DOCUMENT -                    00/00/00

3. NUMBER OF VOLUMES -

4. NUMBER OF PARTS/VOLUME -

5. NUMBER OF PAGES -              CONSECUTIVE              SECTIONAL

6.  SETS OF DOCUMENT:

    ORIGINAL -    -   PHOTOCOPIED:   YES   NO

    COPIES -

7. OTHER REPORT NUMBERS ON DOCUMENT -

8. CONTRACT NUMBER(S) -

9. NUMBER OF PLATES -

10. NUMBER OF MAPS -
                                      PRESENT              MISSING

    SEPARATE [IN POCKET] -
  IN REPORT [FOLD-OUT]  -
   IN REPORT [NON-FOLDOUT] -

------------------------------------------------------------

9.  MISCELLANEOUS STATISTICS.

    A.  SPECIAL PROJECTS - FOR SHORT TERM PROJECTS THAT  ARE  DONE  ONCE
[REGARDLESS OF TIME INVOLVED] AND FINISHED [E.G., SHENANDOAH'S INDEXING OF HISTORY
OF ROCKY MOUNTAIN ARSENAL].  COUNT AS ONE EACH AND PROVIDE INFORMATION CONCERNING
PROJECT THAT CAN BE ENTERED INTO A MEMO FIELD TO BE EXPANDED AT REPORTING TIME.

    YOU RECORD:  ASP, QSP, SSP, JSP, AS APPROPRIATE.

    B.  WE WILL CONTINUE TO REPORT NEW DOCUMENTS RECEIVED.

    YOU RECORD:  SUBM

THE COMPUTER WILL TOTAL THE STATS.

5. BIBLIOGRAPHIES PREPARED * - THIS STATISTIC IS DERIVED FROM DATABASE SEARCHES. STATISTIC WILL BE KEPT FROM EXTERNAL DATABASES ONLY; RTIC CATALOG DATABASES ARE COUNTED IN AS AN INFORMATION OR REFERENCE REQUEST DEPENDING UPON TIME INVOLVED. COUNT WILL BE ONE EACH FOR A GIVEN TOPIC [E.G., ANALYSIS OF MANGANESE IN WATER OR SOIL]. NUMBER OF DATABASES ACCESSED IS KEPT IN # 7.

   **YOU RECORD: ABP, JBR AS APPROPRIATE**

THE COMPUTER WILL SUM INPUT TO **BP.**

6. SPECIAL PROGRAMS PREPARED * - COUNTED BY SUM OF:

   **YOU RECORD: IP [IN-LIBRARY PROGRAMS]**
   **EP [EXTERNALLY PRESENTED PROGRAMS]**
   **TR [ORIENTATIONS]**
   **ET [END-USER TRAINING]**

THE COMPUTER WILL SUM THESE FIELDS SEPARATELY.

7. BIBLIOGRAPHIC FILES ACCESSED - COUNTED IN THE FOLLOWING WAY: [A] "ONE-SEARCH" - MULTIPLE FILES ACCESSED SIMULTANEOUSLY, COUNTS AS ONE PER SEARCH TOPIC [MAY BE MULTIPLE STRATEGIES]. FOR EXAMPLE USING "ENVIRON" ON DIALOG TO SEARCH FOR METHODS OF ANALYZING FOR MANGANESE IN WATER OR SOIL COUNTS AS 1 FILE ACCESSED. [B] INDIVIDUAL FILES - SEARCHING FOR METHODS OF ANALYZING FOR MANGANESE IN WATER OR SOIL AND GOING INTO NTIS, WATERNET, AND TOXLINE INDIVIDUALLY COUNTS AS 3 FILES ACCESSED. [C] NON-BIBLIOGRAPHIC FILES SUCH AS OCLC, CARL, EPA, ETC COUNT AS ONE FILE/SEARCH TOPIC.

   **YOU RECORD: AOS - ONE-SEARCH [AMIRA]**
   **JOS - ONE-SEARCH [JUDY]**
   **AIF - INDIVIDUAL FILES [AMIRA]**
   **JIF - INDIVIDUAL FILES [JUDY**
   **ANF - NON-BIBLIOGRAPHIC FILES [AMIRA]**
   **JNF - NON-BIBLIOGRAPHIC FILES [JUDY]**

THE COMPUTER WILL SUM THESE FIELDS TO **BFA.**

8. SELECTIVE DISSEMINATION OF INFORMATION.

   **YOU RECORD: ASDI - AMIRA**
   **JSDI - JUDY**

THE COMPUTER WILL SUM THESE FIELDS TO **SDI.**

## STATISTICS TO BE REPORTED TO ARMY

PER AR 25-1 WE MUST REPORT LIBRARY STATISTICS ANNUALLY; IT IS A FISCAL YEAR COMPILATION. THE REPORT IS MADE ON DA-5444-R, THE ARMY LIBRARY MANAGEMENT REPORTING SYSTEM. THE REPORT GOES THROUGH COMMAND CHANNELS TO HQ AMC AND MUST BE RECEIVED BY MID-NOVEMBER. THE STATISTICS LISTED BELOW MUST BE REPORTED. IF A CURRENT ELEMENT CAN BE USED THE CURRENT CODE IS ANNOTATED BESIDE IT. OTHER STATISTICAL ITEMS WILL BE KEPT MANUALLY AND/OR DERIVED FROM OTHER SOURCES. THESE ITEMS ARE MARKED WITH AN *. ITEMS KEPT ONLY BY AMIRA AND/OR JUDY ARE MARKED WITH AN [A/J].

1. ATTENDANCE - [A] DEFINED AS AUTHORIZED USERS PHYSICALLY APPEARING AT THE RTIC FOR ANY LIBRARY RELATED BUSINESS [B] DOES NOT INCLUDE DPA PERSONNEL VISITS UNLESS THEY ARE USING LIBRARY RESOURCES

        YOU RECORD:  GU [GOVERNMENT USERS]
                     CU [CONTRACTOR USERS]

   THE COMPUTER WILL AUTOMATICALLY TOTAL GU AND CU INTO LU

2. TOTAL CIRCULATION OF MATERIALS - THE COMPUTER WILL SUM ALL INPUT.

        YOU RECORD: CI [ITEMS PULLED FOR USE IN LIBRARY, NOT CHECKED OUT]
                    CE [ITEMS CHECKED OUT]

COMPUTER WILL GENERATE DR [DOCUMENTS RETURNED] FROM YOUR CHECK-IN; THIS STAT DOES NOT HAVE TO BE MANUALLY KEPT.

3. INFORMATION REQUESTS - DEFINED AS A REQUEST FROM A USER THAT REQUIRES FEWER THAN 15 MINUTES OF A STAFF MEMBER'S TIME TO ANSWER. MAY INCLUDE A RTIC CATALOG SEARCH, VERIFICATION OF INFORMATION IN A DOCUMENT, BOOK, ETC. SOURCE OF REQUEST IS NOT RELEVANT [E.G., WALK-IN, TELEPHONE, LETTER]

        YOU RECORD:  AI, QI, SI, JI, AS APPROPRIATE [THE FIRST LETTER CORRESPONDS TO AN EMPLOYEES FIRST NAME]

THE COMPUTER WILL SUM INPUT.

4. REFERENCE/RESEARCH REQUESTS * - DEFINED AS TAKING MORE THAN 15 MINUTES OF A STAFF MEMBER'S TIME TO ANSWER. MAY INCLUDE IN DEPTH RESEARCH INTO TECHNICAL REPORTS FOR DATA, INFORMATION, ETC. MAY ALSO INCLUDE ONLINE SEARCH OF EXTERNAL DATABASES. THESE DATABASES ARE COUNTED AS A STATISTIC ELSEWHERE BUT MAY COMPRISE PART OF THIS ELEMENT IN TERMS OF TIME. SOURCE OF REQUEST IS IRRELEVANT.

        YOU RECORD:  AI, QI, SI, JI, AS APPROPRIATE

THE COMPUTER WILL SUM INPUT.

8. VISUAL INFORMATION (VI) MATERIALS * - COUNT #

   [A] MOTION PICTURES
   [B] AUDIOTAPES/DISCS
   [C] 35MM SLIDE SETS
   [D] FILM STRIPS
   [E] VIDEOTAPES/CASSETTES
   [F] VIDEODISCS
   [G] OTHER

STATISTIC WILL COME FROM VOUCHER REGISTER [J]

9. NONBOOK MATERIAL - COUNTED BY #:

   [A] MAPS
   [B] PICTURES/POSTERS
   [C] VERTICAL FILES

10. TOTAL CIRCULATION OF MATERIALS - COUNTED BY SUM OF THE FOLLOWING CHECKOUTS:

   [A] TECHNICAL REPORTS [EACH VOLUME OF A MULTI-VOLUME SET COUNTS AS ONE, EVEN IF THE RTIC NUMBER IS THE SAME]  [CO]
   [B] BOOKS [EACH VOLUME OF A MULTIVOLUME SET COUNTS AS ONE EVEN IF THE CALL NUMBER IS THE SAME] Change
   [C] BOUND JOURNAL VOLUMES
   [D] LOOSE JOURNAL ISSUES
   [E] MAPS, ETC.

IN ADDITION, MATERIALS PULLED FOR USE IN THE RTIC ARE TO BE COUNTED AS A CIRCULATION [EACH ITEM]

11. INTERLIBRARY LOANS - COUNTED BY

   [A] MATERIALS REQUESTED BY RTIC FROM OTHER LIBRARIES
   [B] MATERIALS SUPPLIED TO RTIC BY OTHER LIBRARIES
   [C] REQUESTS TO RTIC FOR OUR MATERIALS
   [D] MATERIALS SUPPLIED BY RTIC TO OTHER LIBRARIES

STATISTIC WILL BE DERIVED FROM "ILLFILE" [J]

12. INFORMATION REQUESTS (ON~) [PH]/* - DEFINED AS A REQUEST FROM A USER THAT REQUIRES FEWER THAN 15 MINUTES OF A STAFF MEMBER'S TIME TO ANSWER. MAY INCLUDE A RTIC CATALOG SEARCH, VERIFICATION OF INFORMATION IN A DOCUMENT, BOOK, ETC.

13. REFERENCE/RESEARCH REQUESTS * - DEFINED AS TAKING MORE THAN 15 MINUTES OF A STAFF MEMBER'S TIME TO ANSWER. MAY INCLUDE IN DEPTH RESEARCH INTO TECHNICAL REPORTS FOR DATA, INFORMATION, ETC. MAY ALSO INCLUDE ONLINE SEARCH OF OUTSIDE DATABASES. THESE DATABASES ARE COUNTED AS A STATISTIC ELSEWHERE BUT MAY COMPRISE PART OF THIS ELEMENT IN TERMS OF TIME. [A/J]

# VISITORS' LOG

(PLEASE PRINT CLEARLY)

VISITORS' NAME:  _____

ORGANIZATIONS' NAME:  _____

DATE:  ___ / ___ / ___          TIME:  ___ : ___

TYPE OF VISIT:

| VISIT | | CODE | NUMBER |
|-------|---|------|--------|
| ~~COLLECT DATA~~ | _____ | (CDATA) | |
| DOCUMENT CHECK-OUT | _____ | (CO) | _____ |
| DOCUMENT RETURNED | _____ | (DR) | _____ |
| LIBRARY USE | _____ | (LU) | |
| ~~ON-LINE SEARCH~~ RTICIPATS SEARCH | _____ | (ONL) | |
| OTHER | _____ | (OTH) | |
| PHONE REFERENCE | _____ | (PH) | |
| RESEARCH | _____ | (RS) | |
| NEW DOCUMENT RECEIVED | _____ | (SUBM) | _____ |
| TOUR | _____ | (TR) | |
| ~~VISIT~~ | _____ | ~~(VIS)~~ | |

(PLEASE PRINT CLEARLY)

VISITORS' NAME:  _____

ORGANIZATIONS' NAME:  _____

DATE:  ___ / ___ / ___          TIME:  ___ : ___

TYPE OF VISIT:

| VISIT | | CODE | NUMBER |
|-------|---|------|--------|
| COLLECT DATA | _____ | (CDATA) | |
| DOCUMENT CHECK-OUT | _____ | (CO) | _____ |
| DOCUMENT RETURNED | _____ | (DR) | _____ |
| LIBRARY USE | _____ | (LU) | |
| ON LINE SEARCH | _____ | (ONL) | |
| OTHER | _____ | (OTH) | |
| PHONE REFERENCE | _____ | (PH) | |
| RESEARCH | _____ | (RS) | |
| NEW DOCUMENT RECEIVED | _____ | (SUBM) | _____ |
| TOUR | _____ | (TR) | |
| VISIT | _____ | (VIS) | |

14. BIBLIOGRAPHIES PREPARED * - THIS STATISTIC IS DERIVED FROM DATABASE SEARCHES. STATISTIC WILL BE KEPT FROM EXTERNAL DATABASES ONLY; RTIC CATALOG DATABASES ARE COUNTED IN #12. COUNT WILL BE ONE EACH FOR A GIVEN TOPIC [E.G., ANALYSIS OF MANGANESE IN WATER OR SOIL]. NUMBER OF DATABASES ACCESSED IS KEPT IN # 17. [A/J]

15. SELECTIVE DISSEMINATION OF INFORMATION [SDI] * - NUMBER OF USERS RECEIVING REGULAR SERVICE [A/J]

16. SPECIAL PROGRAMS PREPARED * - COUNTED BY SUM OF:

    [A]   IN-LIBRARY PROGRAMS
  ▷ [B]   EXTERNAL PROGRAMS
    [C]   ORIENTATION BRIEFINGS
    [D]   END USER TRAINING FOR OPAC OR CD-ROM SEARCHING

17. BIBLIOGRAPHIC FILES ACCESSED * [A/J] - COUNTED IN THE FOLLOWING WAY:

    [A] "ONE-SEARCH" - MULTIPLE FILES ACCESSED SIMULTANEOUSLY, COUNTS AS ONE PER SEARCH TOPIC [MAY BE MULTIPLE STRATEGIES]. FOR EXAMPLE USING "ENVIRON" ON DIALOG TO SEARCH FOR METHODS OF ANALYZING FOR MANGANESE IN WATER OR SOIL COUNTS AS 1 FILE ACCESSED.
    [B] INDIVIDUAL FILES - SEARCHING FOR METHODS OF ANALYZING FOR MANGANESE IN WATER OR SOIL AND GOING INTO NTIS, WATERNET, AND TOXLINE INDIVIDUALLY COUNTS AS 3 FILES ACCESSED.
    [C] NON-BIBLIOGRAPHIC FILES SUCH AS OCLC, CARL, EPA, ETC COUNT AS ONE FILE/SEARCH TOPIC.

8. VISUAL INFORMATION (VI) MATERIALS * - COUNT #

    [A] MOTION PICTURES
    [B] AUDIOTAPES/DISCS
    [C] 35MM SLIDE SETS
    [D] FILM STRIPS
    [E] VIDEOTAPES/CASSETTES
    [F] VIDEODISCS
    [G] OTHER

STATISTIC WILL COME FROM VOUCHER REGISTER [J]

9. NONBOOK MATERIAL - COUNTED BY #:

    [A] MAPS
    [B] PICTURES/POSTERS
    [C] VERTICAL FILES

10. TOTAL CIRCULATION OF MATERIALS - COUNTED BY SUM OF THE FOLLOWING CHECKOUTS:

    [A] TECHNICAL REPORTS [EACH VOLUME OF A MULTI-VOLUME SET COUNTS AS ONE, EVEN IF THE RTIC NUMBER IS THE SAME] [CO]
    [B] BOOKS [EACH VOLUME OF A MULTIVOLUME SET COUNTS AS ONE EVEN IF THE CALL NUMBER IS THE SAME]
    [C] BOUND JOURNAL VOLUMES
    [D] LOOSE JOURNAL ISSUES
    [E] MAPS, ETC.

IN ADDITION, MATERIALS PULLED FOR USE IN THE RTIC ARE TO BE COUNTED AS A CIRCULATION [EACH ITEM]

11. INTERLIBRARY LOANS - COUNTED BY

    [A] MATERIALS REQUESTED BY RTIC FROM OTHER LIBRARIES
    [B] MATERIALS SUPPLIED TO RTIC BY OTHER LIBRARIES
    [C] REQUESTS TO RTIC FOR OUR MATERIALS
    [D] MATERIALS SUPPLIED BY RTIC TO OTHER LIBRARIES

STATISTIC WILL BE DERIVED FROM "ILLFILE" [J]

12. INFORMATION REQUESTS [PH]/* - DEFINED AS A REQUEST FROM A USER THAT REQUIRES FEWER THAN 15 MINUTES OF A STAFF MEMBER'S TIME TO ANSWER. MAY INCLUDE A RTIC CATALOG SEARCH, VERIFICATION OF INFORMATION IN A DOCUMENT, BOOK, ETC.

13. REFERENCE/RESEARCH REQUESTS * - DEFINED AS TAKING MORE THAN 15 MINUTES OF A STAFF MEMBER'S TIME TO ANSWER. MAY INCLUDE IN DEPTH RESEARCH INTO TECHNICAL REPORTS FOR DATA, INFORMATION, ETC. MAY ALSO INCLUDE ONLINE SEARCH OF OUTSIDE DATABASES. THESE DATABASES ARE COUNTED AS A STATISTIC ELSEWHERE BUT MAY COMPRISE PART OF THIS ELEMENT IN TERMS OF TIME. [A/J]

# STATISTICS TO BE REPORTED TO ARMY

PER AR 25-1 WE MUST REPORT LIBRARY STATISTICS ANNUALLY; IT IS A FISCAL YEAR COMPILATION. THE REPORT IS MADE ON DA-5444-R, THE ARMY LIBRARY MANAGEMENT REPORTING SYSTEM. THE REPORT GOES THROUGH COMMAND CHANNELS TO HQ AMC AND MUST BE RECEIVED BY MID-NOVEMBER. THE STATISTICS LISTED BELOW MUST BE REPORTED. IF A CURRENT ELEMENT CAN BE USED THE CURRENT CODE IS ANNOTATED BESIDE IT. OTHER STATISTICAL ITEMS WILL BE KEPT MANUALLY AND/OR DERIVED FROM OTHER SOURCES. THESE ITEMS ARE MARKED WITH AN *. ITEMS KEPT ONLY BY AMIRA AND/OR JUDY ARE MARKED WITH AN [A/J].

1. ATTENDANCE - [LU]

   [A] DEFINED AS AUTHORIZED USERS PHYSICALLY APPEARING AT THE RTIC FOR ANY LIBRARY RELATED BUSINESS

   [B] DOES NOT INCLUDE DPA PERSONNEL VISITS UNLESS THEY ARE USING LIBRARY RESOURCES

2. BOOKS * - COUNTED BY:

   [A] SHELF LIST COUNT
   [B] PHYSICAL VOLUMES
   [C] MICROFORM VOLUMES

STATISTIC WILL BE DERIVED FROM VOUCHER REGISTER [J]

3. PERIODICALS * - COUNTED BY:

   [A] NUMBER OF TITLES
   [B] NUMBER OF SUBSCRIPTIONS

STATISTIC WILL BE DERIVED FROM "SUBFILE" [J]

4. BACKFILES * - COUNTED BY:

   [A] HARD COPY VOLUMES [BOUND/UNBOUND]
   [B] MICROFORM VOLUMES

STATISTIC WILL COME FROM VOUCHER REGISTER AND PERIODICAL SHELFLIST [J]

5. SERIALS * - COUNTED BY:

   [A] NUMBER OF TITLES
   [B] NUMBER OF VOLUMES

STATISTIC WILL COME FROM VOUCHER REGISTER AND SHELF LIST [J]

6. LOOSELEAF/UPDATE SERVICES * - COUNTED BY NUMBER OF TITLES [J]

7. TECHNICAL REPORTS - COUNTED BY:

   [A] # OF TITLES
   [B] # OF PHYSICAL REPORTS [INC MULTIPLE COPIES]

## STATISTICAL PROGRAM

The following statistical program is required to conform with Army statistical reporting requirements. A separate sheet with definitions of each element will be supplied to employees. The element abbreviation is a suggestion only; I have indicated which field requires a memo field. Statistics are kept for both RTICCAT and FRICCAT. Totals should be programmed for daily, monthly and annually (FY). All fields are character.

1. Attendance [currently LU]

    Need GU - government users
    Need CU - contractor users

   This element should automatically total; LU can be retained for total of two fields.

2. Circulation [currently CO, DR]

    Need CI - items pulled for use in library
    Need CE - items checked out

   Program should automatically total CI + CE; CO can be retained for this purpose.

    Retain DR - will total separately from CO

    Need RNA - items requested, not available

   This will total separately.

3. Information requests:

    Need: AI - Amira's requests
          QI - Quintin's requests
          SI - Shenandoah's requests
          JI - Judy's requests

   These will total to IR. Need capability to total QI + SI separately.

4. Research questions:

    Need: AR - Amira's questions
          QR - Quintin's questions
          SR - Shenandoah's questions
          JR - Judy's questions

   These will total to RQ. Need capability to total QI + SI separately.

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1. MATERIALS USED IN LIBRARY BUT NOT CHECKED OUT - COUNT EACH INDIVIDUAL ITEM.

2. INFORMATION REQUESTS - DEFINED AS A REQUEST FROM A USER THAT REQUIRES FEWER THAN 15 MINUTES OF A STAFF MEMBER'S TIME TO ANSWER. MAY INCLUDE A RTIC CATALOG SEARCH, VERIFICATION OF INFORMATION IN A DOCUMENT, BOOK, ETC. RECORD THIS ONLY IF IT IS NOT RECORDED UNDER [PH] OR [ONL]

3. REFERENCE/RESEARCH REQUESTS - DEFINED AS TAKING MORE THAN 15 MINUTES OF A STAFF MEMBER'S TIME TO ANSWER. MAY INCLUDE IN DEPTH RESEARCH INTO TECHNICAL REPORTS FOR DATA, INFORMATION, ETC. MAY ALSO INCLUDE ONLINE SEARCH OF OUTSIDE DATABASES. THESE DATABASES ARE COUNTED AS A STATISTIC ELSEWHERE BUT MAY COMPRISE PART OF THIS ELEMENT IN TERMS OF TIME. [A/J]

4. BIBLIOGRAPHIES PREPARED - THIS STATISTIC IS DERIVED FROM ON DEMAND DATABASE SEARCHES. STATISTIC WILL BE KEPT WHEN SEARCHING EXTERNAL DATABASES ONLY; AN RTIC CATALOG SEARCH IS COUNTED AS AN INFORMATION REQUEST AND IS GENERATED UNDER THE AUTOMATED STATISTICS KEEPING ELEMENT [ONL]. COUNT WILL BE ONE EACH FOR A GIVEN TOPIC [E.G., ANALYSIS OF MANGANESE IN WATER OR SOIL]. NUMBER OF DATABASES ACCESSED IS KEPT IN # 7. [A/J]

5. SELECTIVE DISSEMINATION OF INFORMATION [SDI] - NUMBER OF USERS RECEIVING REGULAR SERVICE [A/J]

6. SPECIAL PROGRAMS PREPARED - RECORD EACH TYPE WITH THE CODE GIVEN. RECORD ONE EACH FOR EACH PERSON [E.G., ORIENTATION TO LIBRARY SERVICES WITH 6 PEOPLE ATTENDING COUNTS AS 6]

     [IP] IN-LIBRARY PROGRAMS
     [EP] EXTERNAL PROGRAMS
     [OB] ORIENTATION BRIEFINGS
     [EU] END USER TRAINING FOR OPAC OR CD-ROM SEARCHING

7. BIBLIOGRAPHIC FILES ACCESSED [A/J] - COUNTED IN THE FOLLOWING WAY:

    [A] "ONE-SEARCH" - MULTIPLE FILES ACCESSED SIMULTANEOUSLY, COUNTS AS ONE PER SEARCH TOPIC [MAY BE MULTIPLE STRATEGIES]. FOR EXAMPLE USING "ENVIRON" ON DIALOG TO SEARCH FOR METHODS OF ANALYZING FOR MANGANESE IN WATER OR SOIL COUNTS AS 1 FILE ACCESSED.
    [B] INDIVIDUAL FILES - SEARCHING FOR METHODS OF ANALYZING FOR MANGANESE IN WATER OR SOIL AND GOING INTO NTIS, WATERNET, AND TOXLINE INDIVIDUALLY COUNTS AS 3 FILES ACCESSED.
    [C] NON-BIBLIOGRAPHIC FILES SUCH AS OCLC, CARL, EPA, ETC COUNT AS ONE FILE/SEARCH TOPIC.

AMXRM-SL (735)                                      21 April 1992

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT:  Appointment of Transportation Agent

The following individual is appointed as indicated:

    FELLOWS, EDITH L., GS-04, Rocky Mountain Arsenal,
      Commerce City, CO  80022-2180

    Appointed as:  Transportation Agent
    Authority: AR 55-355
    Purpose:  To serve as agent to the Transportation Officer
              performing travel related duties.
    Effective date:  20 April 1992
    Period:  Indefinite

                                   EUGENE H. BISHOP
                                   Colonel, CM
                                   Program Manager
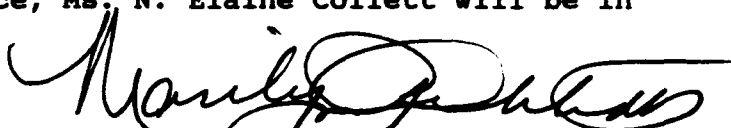
DISTRIBUTION:
"B"

AMXRM-I  (340a)                                17 April 1992

MEMORANDUM FOR Distribution B

SUBJECT:  Delegation of Authority


During the absence of the undersigned 20 April 1992, Ms. Carol
Occhionero will be Acting Chief, Technical Information Division.
In Ms. Occhionero's absence, Ms. N. Elaine Collett will be in
charge.

MARILYN R. ABBOTT
Chief, Technical Information
    Division

# NEWS FROM THE RTIC

## THE ROCKY MOUNTAIN ARSENAL TECHNICAL INFORMATION CENTER

## REGISTRATION OF USERS

Beginning in May RTIC staff will register library users. We will be prepared for our move into the Administrative Record Facility as we anticipate greater usage once we are more centrally located.

In addition, all RTIC materials will be barcoded for checking out on our automated system. Each RTIC user will be responsible for his/her materials signed out. Key personnel will be identified within contractor companies as those individuals who will assist library staff in retrieving overdue materials.

If you would like to register by using the attached form please complete it and return to:

Technical Information Center
ATTN: AMXRM-IM
Rocky Mountain Arsenal, CO
80022-2180

Registration with us will remain for the life of the contract if you are a contractor. If you are a government employee (military or civilian) your registration is valid until you separate from federal service or have a Permanent Change of Station.

A federal employee (military or civilian) from another post who is on RMA performing work will be asked to register with his servicing library at his normal duty station. Check out of materials will be arranged on an interlibrary loan between RMA and the user's home library.

## NEW PUBLICATION

We have begun subscribing to a new loose-leaf service from the Environmental Protection Agency: "Test Methods for Evaluating Solid Waste".

The manual provides "test procedures which may be used to determine whether the waste is a hazardous waste within the definition of Section 3001 of the Resource Conservation and Recovery Act [PL 94-580]."

The service is for library use only but we will be happy to make copies of any information from it that you require.

## CURRENT AWARENESS SERVICE

Do you have a need for an ongoing search of the literature for a specific topic? The RTIC librarians can search databases for you on a scheduled basis and help keep you up

in your subject area. We have access to all major databases; there is no cost to you for the service. There is a request form included with this newsletter for access to this service. Current Awareness services are in addition to our customized non-recurring search service. Contact Ms. Hamdy or Ms. Knight for more information.

## SUBSCRIPTION/BOOK ORDERS

Ms. Knight has been authorized as the approval authority for books and for both new requests and subscriptions to be renewed. Please forward such requests to the RTIC.

We are using an intermediary vendor to order subscriptions. The vendor will obtain a common expiration date for a title if possible; ultimately, most subscriptions will expire at the same time.

We are currently subscribing to multiple copies of several titles that are of interest to all employees. After our move to the ARF we will reduce these multiple subscriptions to one copy kept in the RTIC for all employees to use. A photocopy machine will be available in the RTIC for copying library materials.

Exceptions for duplicate subscriptions will be made on a case by case basis. This policy will not effect employees housed away from the main administrative complex.

## PARKING LOT CONSTRUCTION

As a reminder, the parking lot behind building 111 is under construction and unavailable for use. The only lot available is east of the new Laboratory Sciences building. RMA security police are ticketing individuals who park illegally. Feel free to telephone us for library services.

## RTIC REGISTRATION

If you would like to register for library privileges you may do so by filling out the following information. Cut out the form and return it to the RTIC. Please print or type all information except for the required signature.

**NAME:**

_____

**INFORMATION REQUIRED FOR GOV'T EMPLOYEE**

**OFFICE NAME/OFFICE SYMBOL:**

_____

**TELEPHONE NUMBER:**

_____

**INFORMATION REQUIRED FOR CONTRACTOR PERSONNEL**

**EMPLOYED BY/ADDRESS/TELEPHONE NUMBER**

_____

_____

**COMPLETE CONTRACT NUMBER:**

**CONTRACT EXPIRATION DATE:**

**COR FOR CONTRACT/TELEPHONE NUMBER:**

**PRIME CONTRACTOR:____YES ___NO**

**IF SUBCONTRACTOR:**
**NAME/ADDRESS/POC OF PRIME CONTRACTOR**

_____

_____

**POC's TELEPHONE NUMBER:**

_____

_____

**SIGNATURE/DATE**

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_____

_____

**COMPLETE CONTRACT NUMBER:**

_____

**CONTRACT EXPIRATION DATE:**

_____

**COR FOR CONTRACT/TELEPHONE NUMBER:**

_____

**PRIME CONTRACTOR:** ____YES ___NO

**IF SUBCONTRACTOR:**
**NAME/ADDRESS/POC OF PRIME CONTRACTOR**

_____

_____

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XL;VXCV;LZXCK;VLZJK;   XLCV;LZCX  V;LZ  CV;LZCXVJ;   ZXVC;L   ZCXJKV
ZCXKL;V  Z;LCVX  JL;  CV;ZLXV  CZKL;XCV  JL;ZKCX  V;LZKXC  VJL;ZCXV
JMay, 1992

XL;VXCV;LZXCK;VLZJK;   XLCV;LZCX  V;LZ  CV;LZCXVJ;   ZXVC;L  ZCXJKV
ZCXKL;V  Z;LCVX  JL;  CV;ZLXV  CZKL;XCV  JL;ZKCX  V;LZKXC  VJL;ZCXV
JMay, 1992

# NEWS FROM THE RTIC

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Volume 1 Number 5                                                 May 1992

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MID MASS SPECTRUM
88/81/85 18:82:88 + 4:53
SAMPLE: 8681-51833-H + 25 UL D10, 2 UL INJ
CONDS.: -1988ENU 18-7SENS 78EU .5MA D85-27.5M 40-4H-288/18-4H S/D=RW
GC TEMP: 53 DEG. C

DATA: 8681H81N8 #587
CALI: 8681H81N8 #2
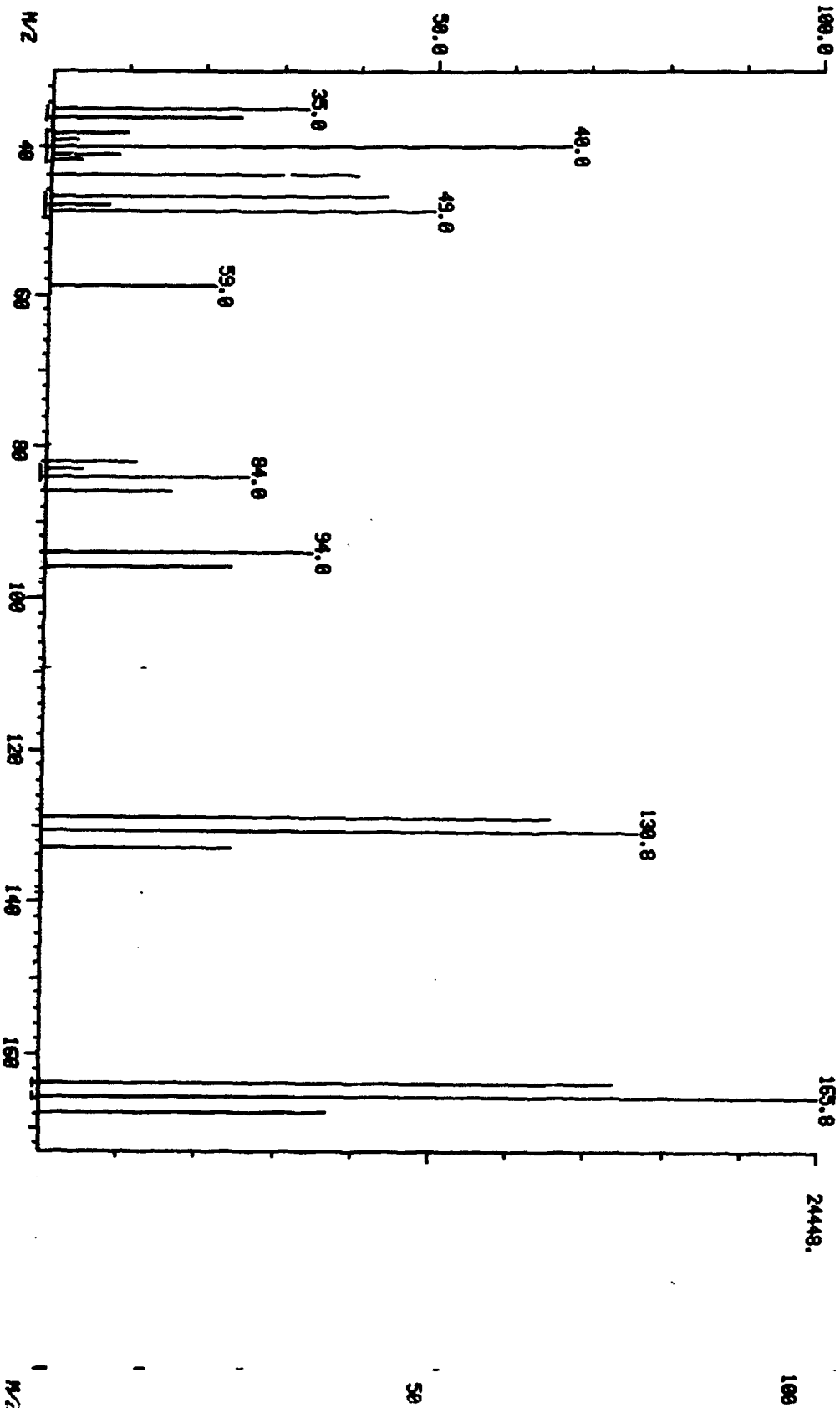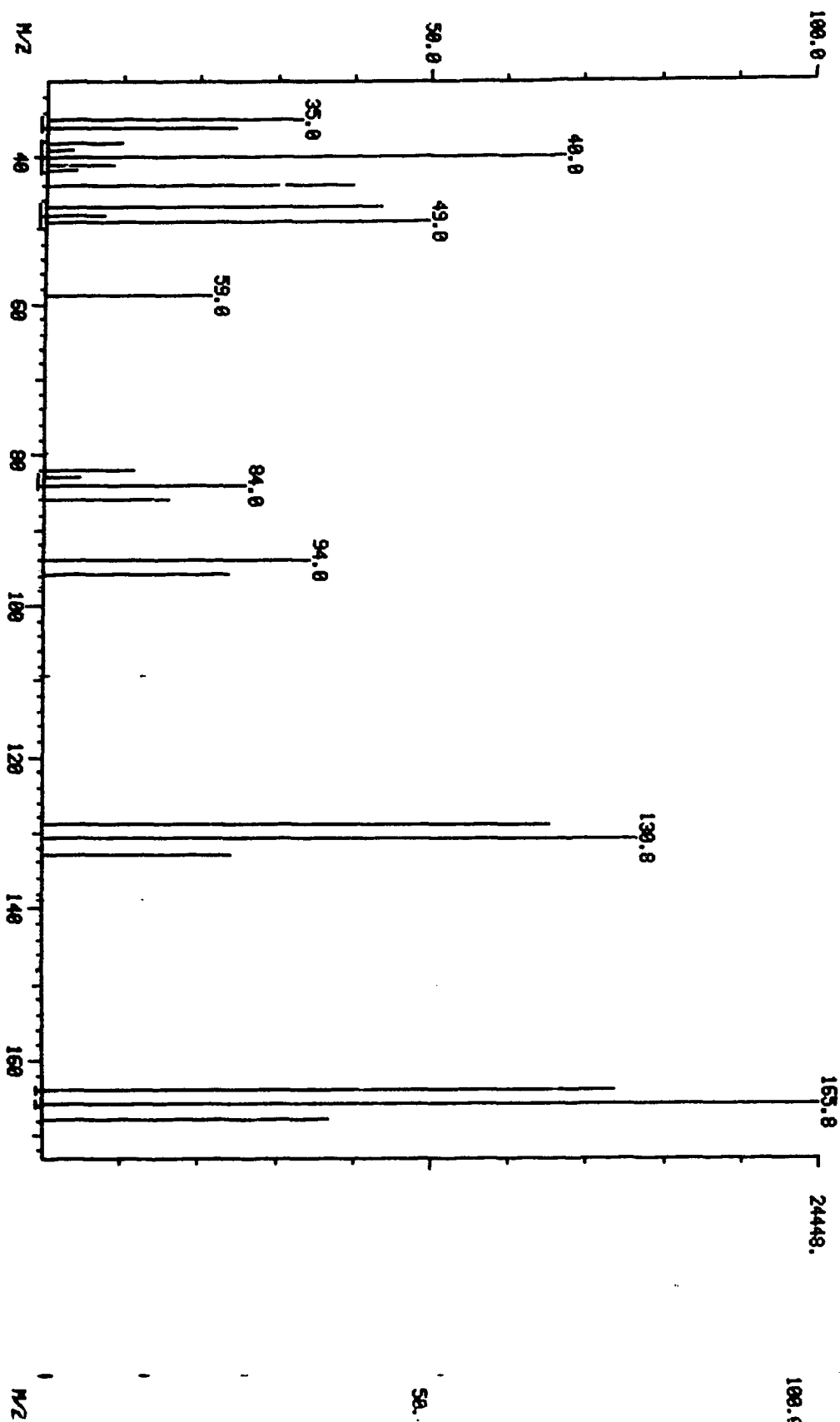
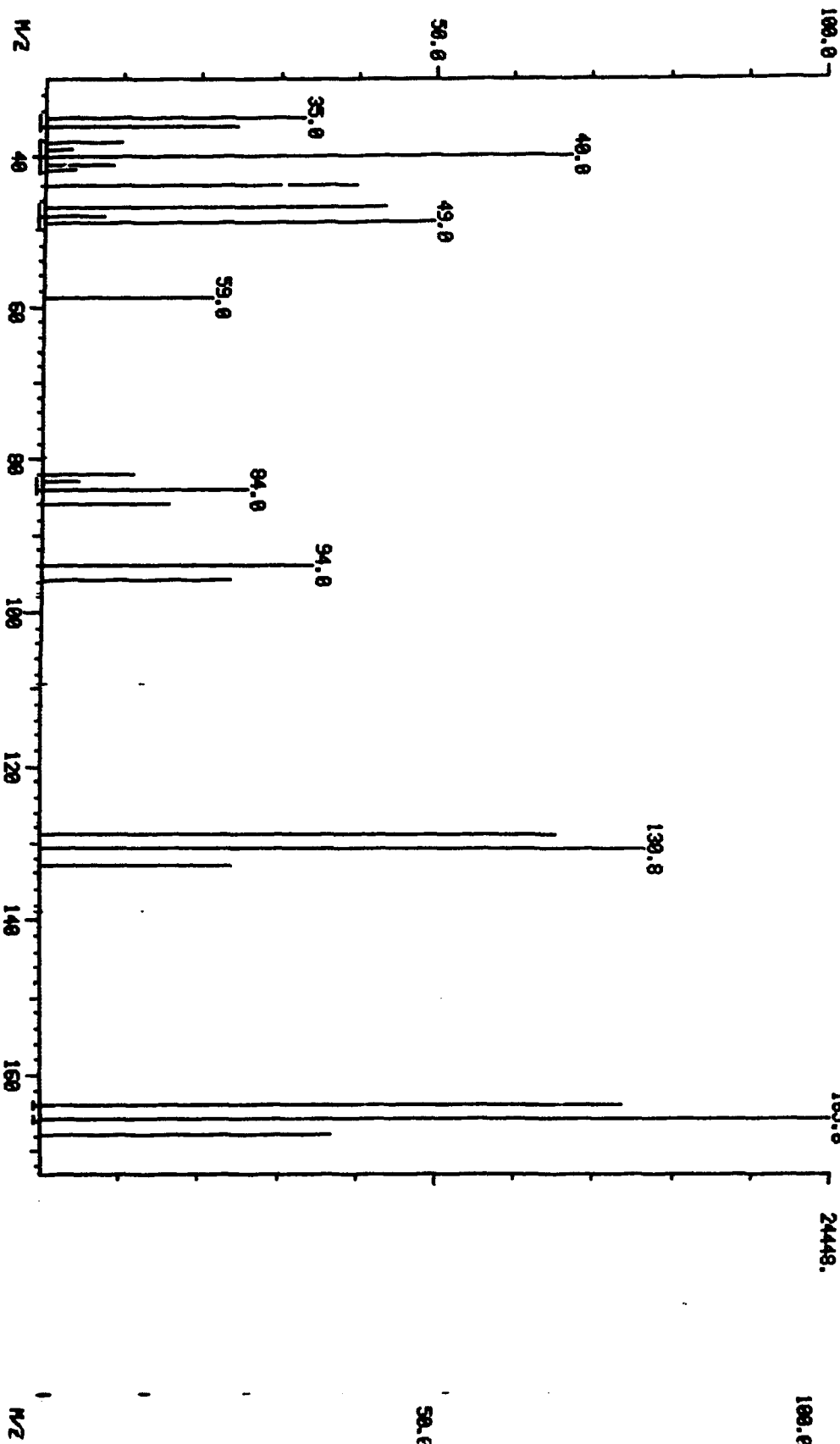BASE M/Z: 166
RIC: 197128.

MR1011

DC/~ # 1637

MRIO11

MID MASS SPECTRUM
08/01/65 18:02:00 + 4:53
SAMPLE: 8601-51833G-4 + 25 UL O10, 2 UL INJ
CONDS.: -15080EV 10-75ENS 70EV .5MA DB5-27.5M 40-4M-280/10-4M S/D=RM
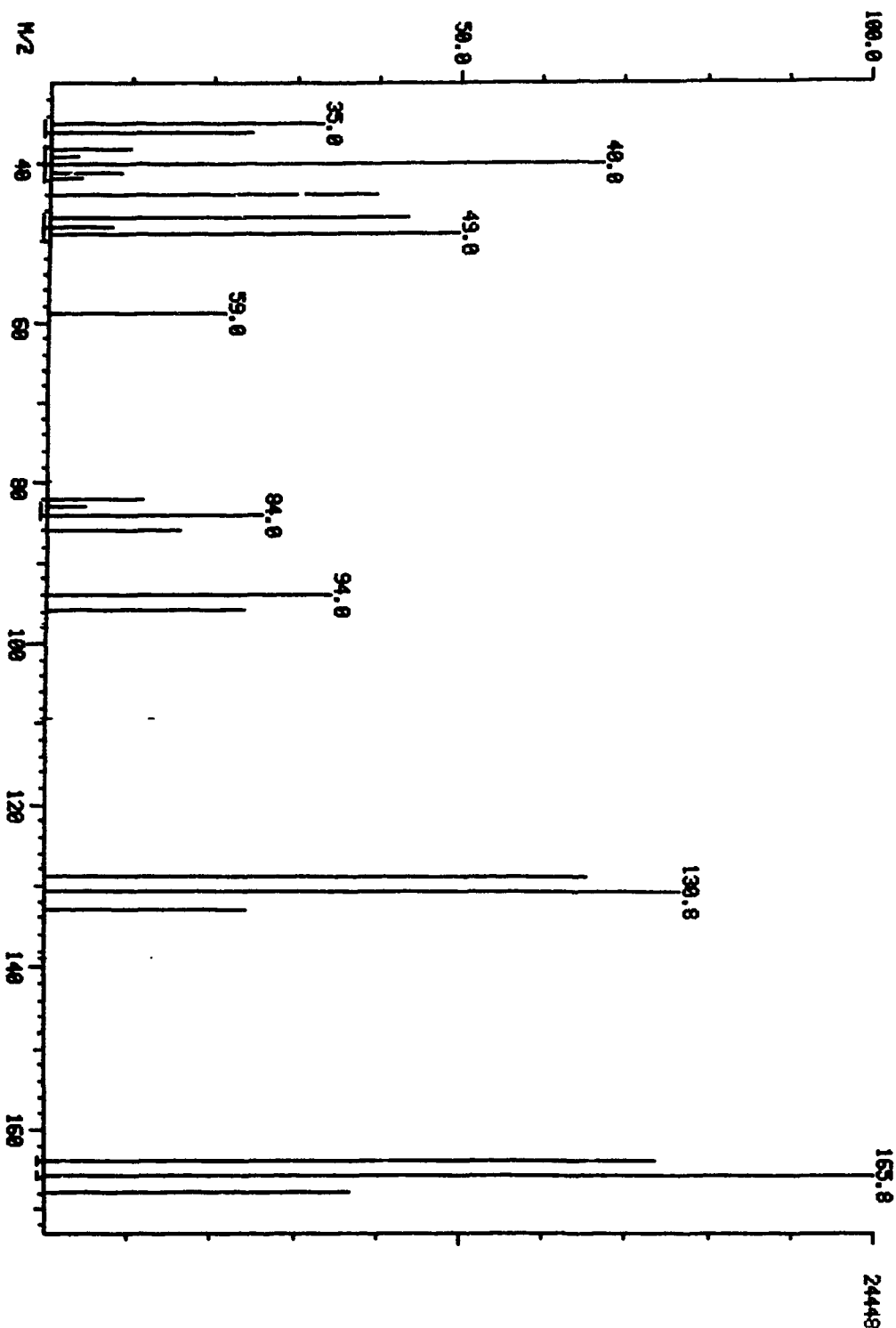GC TEMP: 33 DEG. C

DATA: 8601H01N0 #587
CALI: 8601H01N0 #2

BASE M/Z: 166
RIC: 197120.



M/Z

100.0

50.0

35.0

40

40.0

49.0

59.0

84.0

94.0

130.8

165.8

60

80

100

120

140

160

M/Z

50

100

24440.

**MRIO11**

MID MASS SPECTRUM
08/01/65 18:02:00 + 4:53
SAMPLE: 8601-510338-M + 25 UL D10, 2 UL INJ
CONDS.: -1500ENJ 10-75SENS 70EV .5MA DB5-27.5M 40-4H-290/10-4H S/D=RM
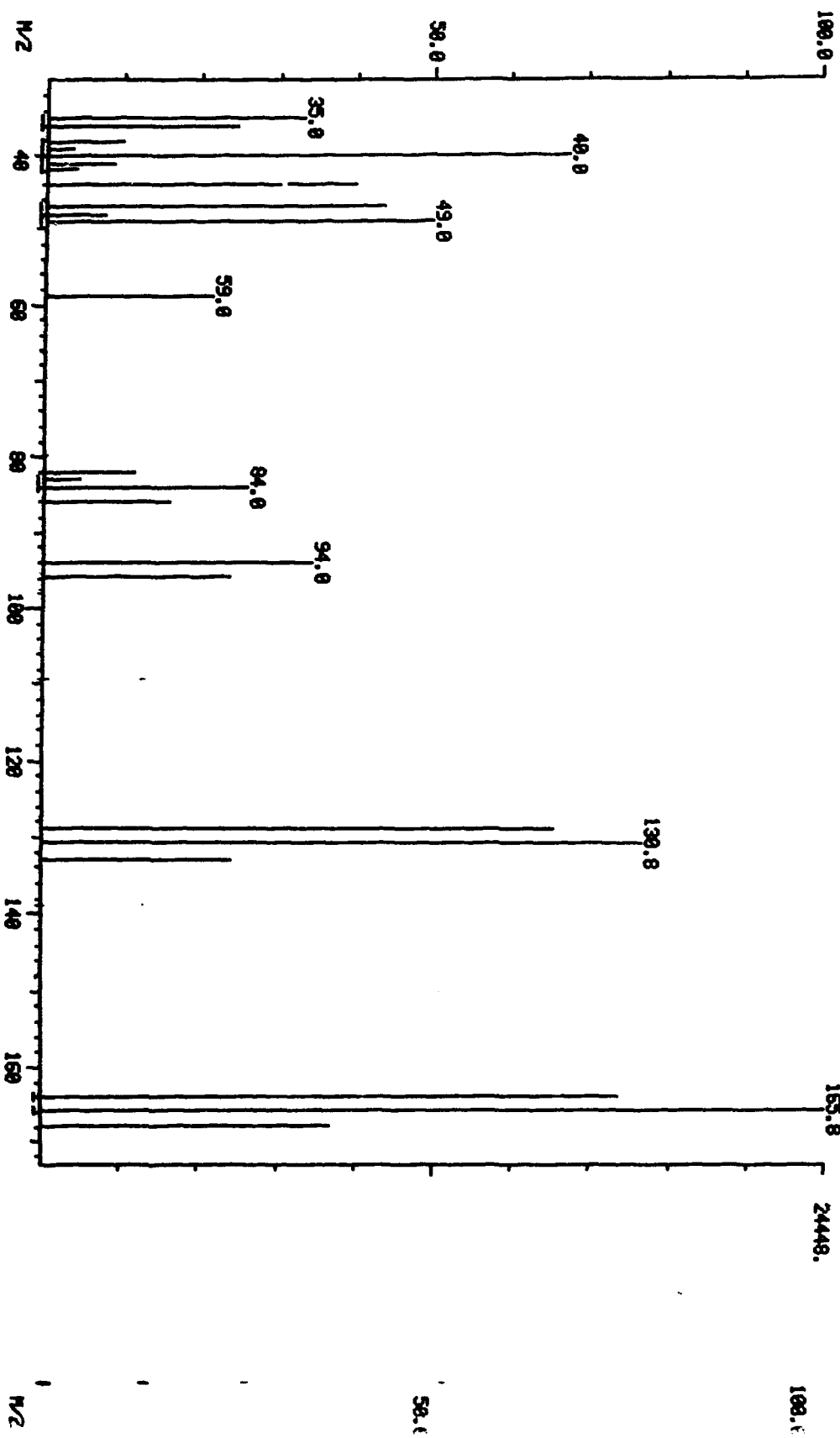GC TEMP: 33 DEG. C

DATA: 8601H01N8 #587
CALI: 8601H01N8 #2

BASE M/Z: 166
RIC: 197120.

35.0
40.0
49.0
59.0
84.0
94.0
130.8
165.8

M/Z    40    60    80    100    120    140    160

100.0    50.0

24448.

108.6

MID MASS SPECTRUM
08/01/65 18:02:00 + 4:53
SAMPLE: 8501-518330-W + 25 UL D10, 2 UL INJ
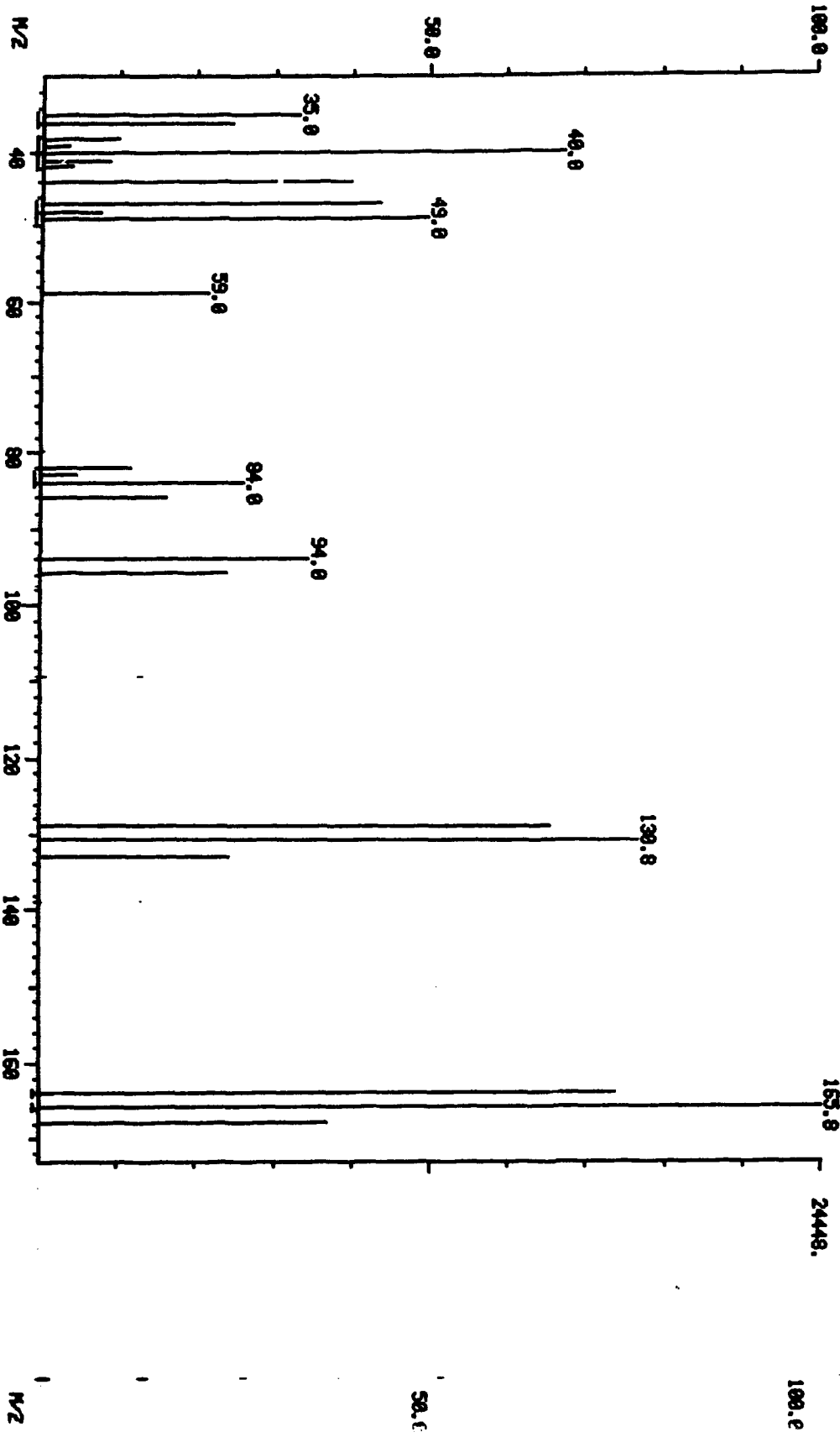CONDS.: -1500ENU 10-7SENS 70EU .5MA DB5-27.5M 40-4H-280/10-4H S/D-RM
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DATA: 8501H01N8 #587
CALI: 8501H01N8 #2

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RIC: 197120.
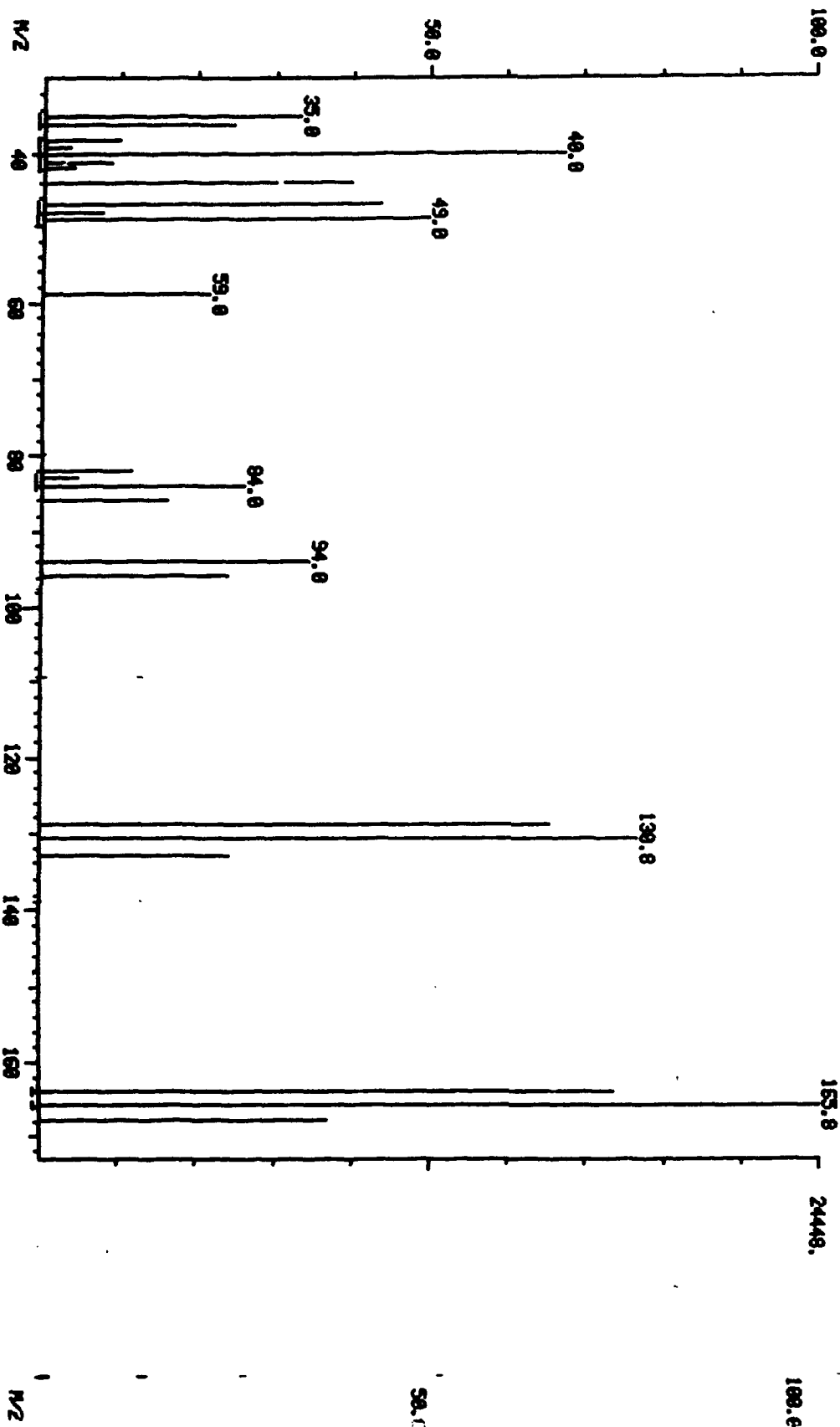
MRI011

MID MASS SPECTRUM
08/01/65 18:02:00 + 4:53
SAMPLE: 8601-51030-H + 25 UL D10, 2 UL INJ
CONDS.: -1500ENV 10-75ENS 70EV .5MA DB5-27.5M 40-4H-200/10-4H S/D=RM
GC TEMP: 53 DEG. C

DATA: 8601H01N8 #587
CALI: 8601H01N8 #2

BASE M/Z: 166
RIC: 197120.

100.0

50.0

35.0

40.0

49.0

59.0

84.0

94.0

130.8

165.8

M/Z    40    60    80    100    120    140    160

24440

BOX #1637

MRIO11

MID MASS SPECTRUM
08-01/65 10:02:00 + 4:53
SAMPLE: 8601-510330-H + 25 UL D10, 2 UL INJ
CONDS.: -150DENJ 10-75ENS 70EV .5MM DB5-27.5M 40-4M-280/10-4M S/D-RM
GC TEMP: 53 DEG. C

DATA: 8601H01N0 #587
CALI: 8601H01N0 #2

BASE M/Z: 166
RIC: 197120.

M/Z

100.0

50.0

35.0

40.0

49.0

59.0

84.0

94.0

130.0

165.0

40    60    80    100    120    140    160

24440.

50.0    100.0

BOX #1637

# MRI011



MID MASS SPECTRUM
08/01/65 19:02:00 + 4:53
SAMPLE: 8601-510330-H + 25 UL D10, 2 UL INJ
CONDS.: -1500ENU 10-75ENS 70EU .5MA DBS-27.5M 40-4H-280/10-4H S/D-RM
GC TEMP: 53 DEG. C

DATA: 8601H01N8 #587
CAL: 8601H01N8 #2

BASE M/Z: 166
RIC: 197120.

50.0

100.0

M/Z

35.0
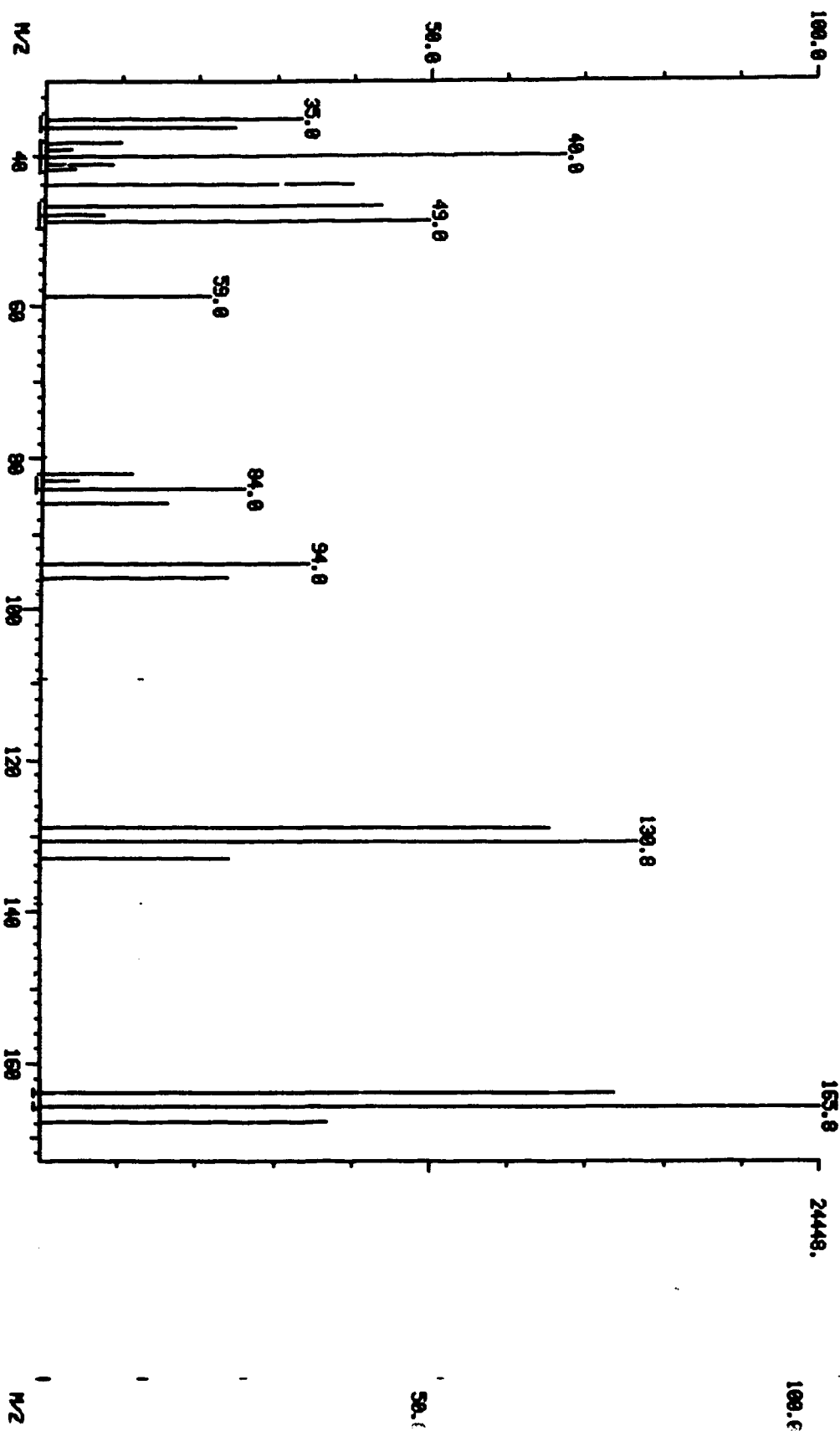48.0
49.0
59.0
84.0
94.0
130.8
165.8

24448.

DCX #1637

## MRIO11

MID MASS SPECTRUM
08/01/65 18:02:00 + 4:53
SAMPLE: 8601-51033H-H + 25 UL D10, 2 UL INJ
CONDS.: -150GENU 10-7SENS 70EU .5MA DB5-27.5M 40-4H-200/10-4H S/D-RM
GC TEMP: 53 DEG. C

DATA: 8601H01N8 #587
CALI: 8601H01N8 #2

BASE M/Z: 165
RIC: 197120.
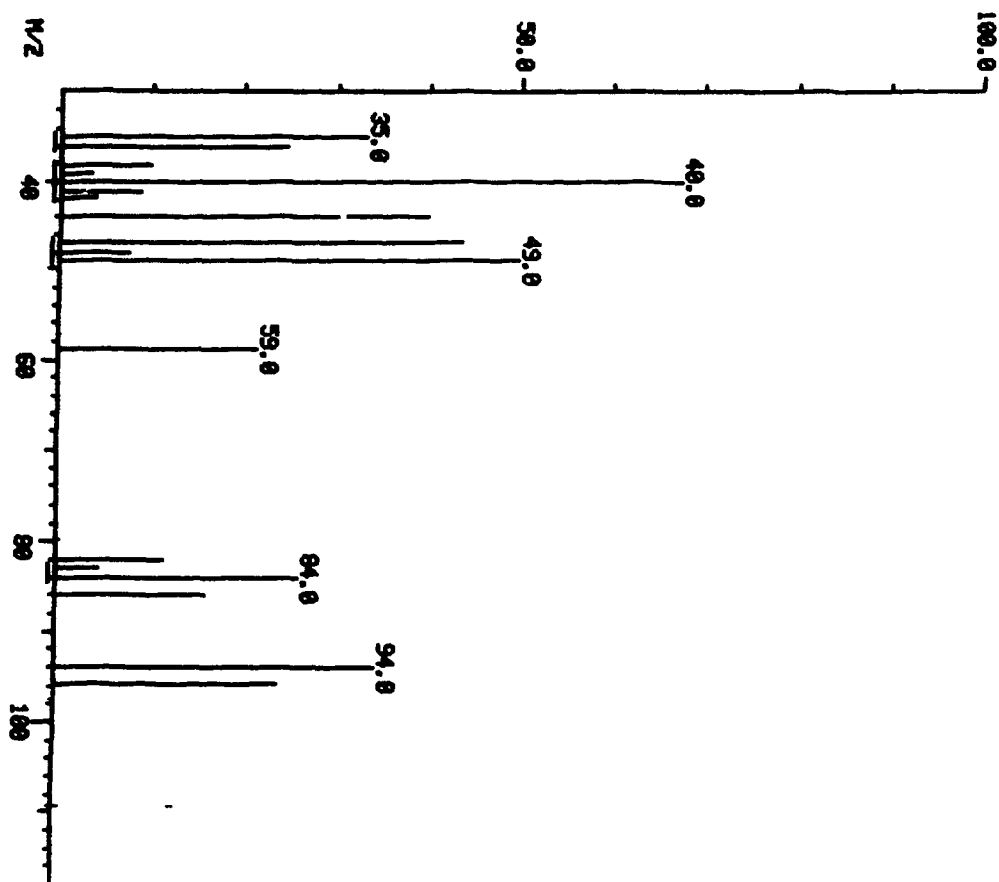
Peaks: 35.0, 48.0, 49.0, 59.0, 84.0, 94.0, 130.0, 165.0

M/Z axis: 40, 60, 80, 100, 120, 140, 160

100.0  50.0  100.0

24448.

BOX # 1637

MRIO11

MID MASS SPECTRUM
08/01/65 18:02:00 + 4:53
SAMPLE: 8601-51833-H + 25 UL D10, 2 UL INJ
CONDS.: -198DENU 10-75DNS 70EU .5NA 085-27.5N 40-4H-280/10-4H S/D-RM
GC TEMP: 53 DEG. C

DATA: 8601H01N0 #587
CALI: 8601H01N0 #2

BASE M/Z: 165
RIC: 197120.

M/Z

100.0

50.0

35.0
48.0
49.0
58.0
84.0
94.0
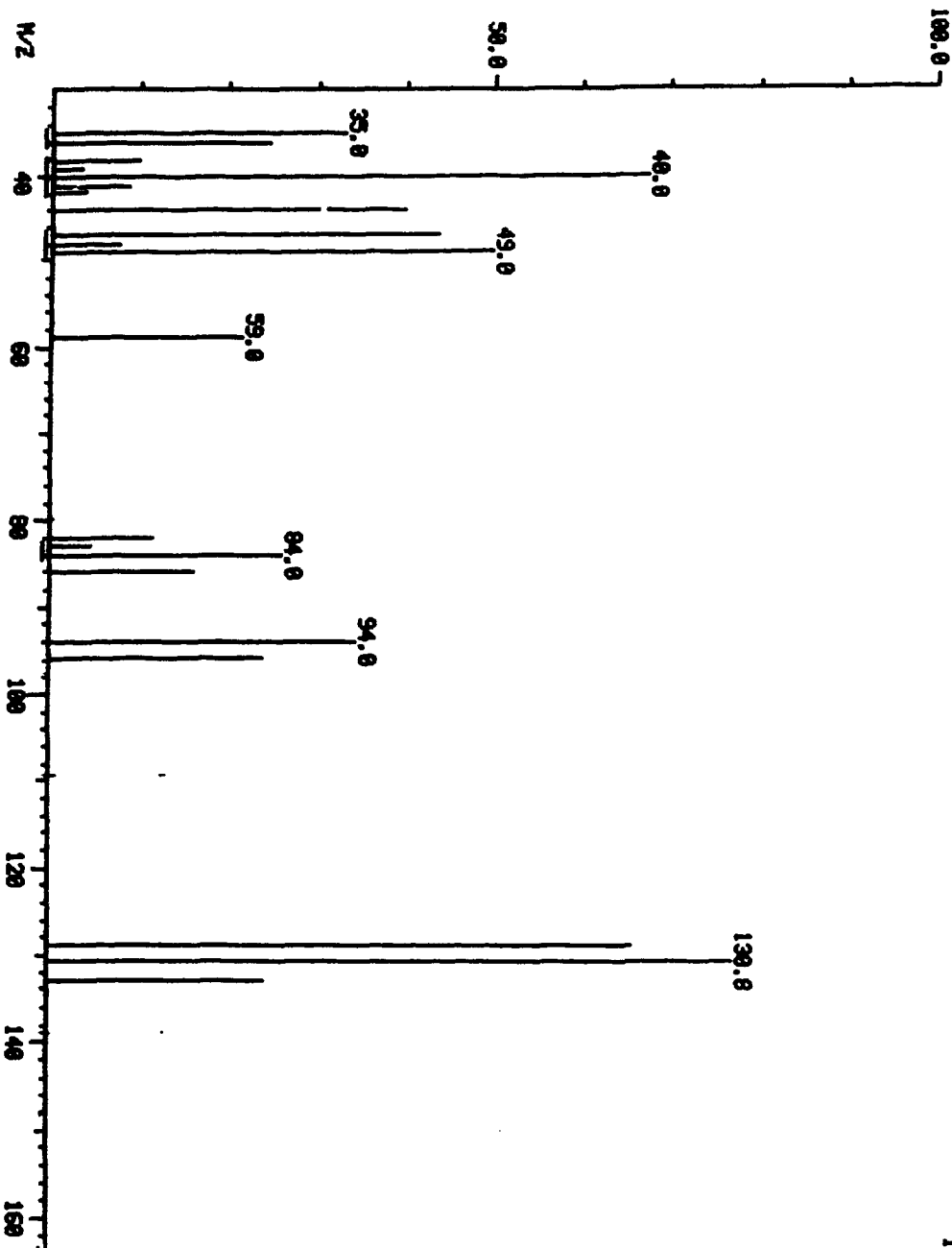130.8
165.8

40   60   80   100   120   140   160

24448.

MRIO11

MID MASS SPECTRUM
00/01/65 10:02:00 + 4:53
SAMPLE: 8601-51033-4 + 25 UL D10, 2 UL INJ
CONDS.: -150GENU 10-75SENS 70EU .5MM DB5-27.5M 40-4M-280/10-4M S/D-RM
GC TEMP: 53 DEG. C

DATA: 8601H01N8 #507
CALI: 8601H01N8 #2

BASE M/Z: 165
RIC: 197120.

M/Z  100.0  50.0

35.0
40.0
49.0
59.0
84.0
94.0
139.0
165.0

24440.

MID MASS SPECTRUM
08/01/85 18:02:00
SAMPLE: 9601-51038-H + 4:53
SAMPLE: 9601-51038-H + 25 UL D10, 2 UL INJ
CONDS.: -1500ENJ 10-75SENS 70EV .5MA DB5-27.5M 40-4M-28X
GC TEMP: 53 DEG. C

DA
C0

35.0
40.0
49.0
59.0
64.0
94.0

M/Z
40
60
80
100
50.0
100.0

DCX #1637

# MRIO11

M/Z

Peaks: 35.0, 40.0, 49.0, 59.0, 84.0, 94.0, 130.0

Axis: 40, 50.0, 60, 80, 100, 120, 140, 160

MRIO11

AO000M(K)4

# 8600 NONTARGET COMPOUND DATA ANALYSIS

Sample No.: MEF-51015G-W

Sample Description (SMV): SO/L

Extract Volume (mL): 220→/mL

Sample Weight (g): 15.09

Data File: GOLF366 7

D$_{10}$-Phenanthrene Area Counts (x 10$^{-3}$): m/z 188 - 7655.0

EMS$^a$ - 3909.3

| Scan No. | Nontarget Compound Tentative Identification | MW$^b$ | Characteristic m/z's | Retention Time min:sec | Rel$^c$ | Area Counts (x 10$^{-3}$) EMS$^a$ | Ion$^d$ | Amount µg/mL | µg/g | Search Results Fit | R Fit | UNK # |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1058 | | 340 | 45,75,76 | 8:47 | | (1300) 620 | 8180+ | | | | | ✓ |
| 627 | Methacrylethene | 168 | 109,131,166 | 5:13 | | 900 | 475 | | | 64K | 799 | |
| 1975 | | | 61,91,117,155 | 14:17 | | 2770 | 2500 | | | | | 1 |
| 2702 | | | (149) 205,223 | 22:31 | | 188.2 | 371.7 | | | | | |
| 2940 | | | (91) 173,149,155 | 24:36 | | 215.6 | 82.0 | | | | | |
| 3286 | (22x1) 2268 | | (57) 205,83,57,246 | 27:22 | | 1023 | 483.4 | | | 937 776 (942) 755 | | ✓✓ |
| 3353 | 3304 | | (149) 167,279 | 27:52 | | 1046 | 2758 | | | 961 621 | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

a Area counts on enhanced mass spectrum of compound.
b Probable MW based on inspection of mass spectrum.
c Relative retention time to D$_{10}$-phenanthrene internal standard.
d Indicate which ion is used.
e EPA/NIH Mass Spectral Library.

Analysis Check-Off (date and sign)

RIC _____

QUAN  6/27 _____  # Found  6

UNKNOWN  7/14 _____  # Found  3

Analyst _____

Task Leader _____

Sample Name: DBCP
Date: 2/05/1985  16:48    Method: XEPOGJ     Operator: EPO
Interface: 702    Cycle#:119    Channel#: 0    Vial#:N/A

Instrument Type: VARIAN 3700              Column Type: SE-52: 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A              Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP

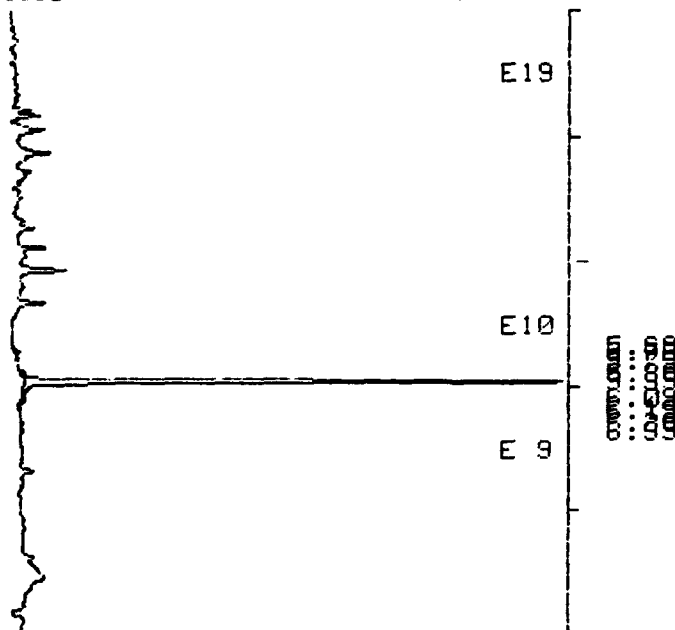REPROCESSED WITH METHOD XEPOGJ:HP9895.804.0 ON  2/06/1985    8:50

*** AREA PERCENT REPORT ***

STARTING DELAY:   3.00  ENDING RETENTION TIME:    8.01

| Pk No. | Ret Time | Peak Area | Area % L | Peak Ht. | Normalized | Area/ Height |
|---|---|---|---|---|---|---|
| 1 | 5.68 | 2994 | .1767 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6    Area Reject =   1000
Time per sample = .2

Start time=   3.00 Stop time=   8.00 minutes  Offset=   0
Lowest Value =        1 Highest Value =       999999 Scale factor =    1



E19

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**************************************************************
***************** 702 CYCLE 120  DBCP          **************
**************************************************************

Sample Name DBCP
Date: 2/06/1985    8:56    Method: XEPOGJ      Operator: EPO
Interface: 702    Cycle#:120    Channel#: 0    Vial#:N/A

MRI011

Instrument Type: VARIAN 3700          Column Type: SC-52: 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A                Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP

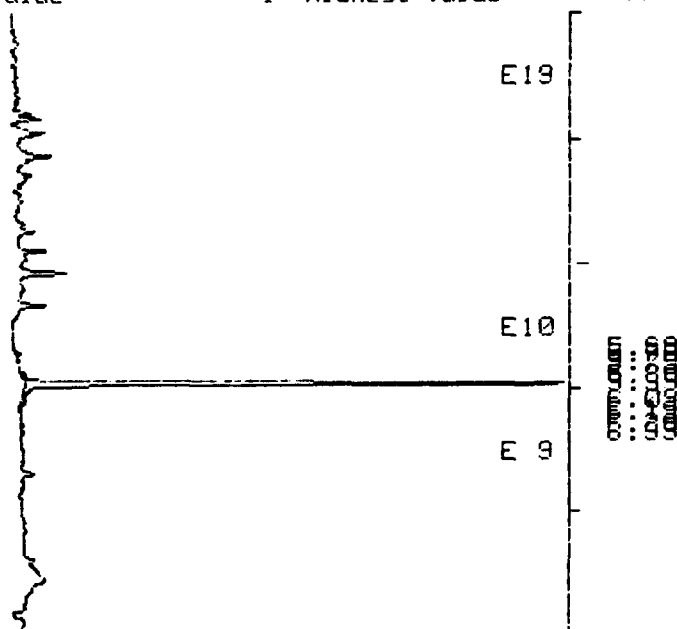REPROCESSED WITH METHOD XEPOGJ:HP9895.804.0 ON  2/06/1985   8:50

*** AREA PERCENT REPORT ***

STARTING DELAY:   3.00  ENDING RETENTION TIME:   8.01

| Pk No. | Ret Time | Peak Area | Area % | L | Peak Ht. | Normalized | Area/Height |
|------|------|------|------|---|------|------|------|
| 1 | 5.68 | 2994 | .1767 | 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 | 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 | 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 | 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 | 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 | 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 | 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 | 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6    Area Reject = 1000
Time per sample = .2

Start time= 3.00 Stop time= 8.00 minutes  Offset= 0
Lowest Value = 1 Highest Value = 999999 Scale factor = 1



************************************************************************
****************** 702 CYCLE 120  DBCP                  **************
●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●
Sample Name DBCP
Date: 2/06/1985   8:56   Method: XEPOGJ      Operator: EPO
Interface: 702    Cycle#:120    Channel#: 0    Vial#:N/A

Instrument Type: VARIAN 3700          Column Type: SE-52: 30M

Instrument Type: VARIAN 3700    Column Type: SE-54: 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A    Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP

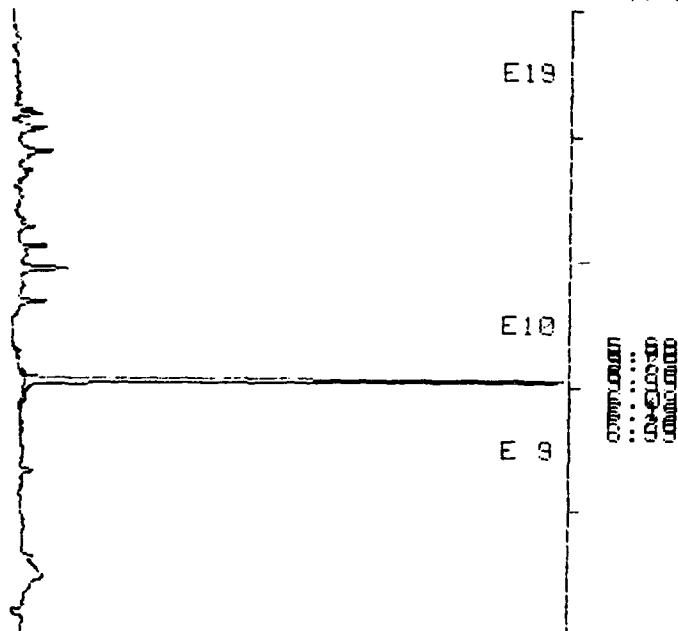REPROCESSED WITH METHOD XEP0GJ:HP9895.804.0 ON  2/06/1985    8:50

*** AREA PERCENT REPORT ***

STARTING DELAY:    3.00    ENDING RETENTION TIME:    8.01

| Pk No. | Ret Time | Peak Area | Area % | B L | Peak Ht. | Normalized | Area/ Height |
|--------|----------|-----------|--------|-----|----------|------------|--------------|
| 1 | 5.68 | 2994 | .1767 | 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 | 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 | 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 | 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 | 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 | 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 | 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 | 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6    Area Reject = 1000
Time per sample = .2

Start time= 3.00 Stop time= 8.00 minutes  Offset= 0
Lowest Value = 1 Highest Value = 999999 Scale factor = 1



*************************************************************************
***************** 702 CYCLE 120  DBCP        ***************
*************************************************************************

Sample Name : DBCP
Date: 2/05/1985  16:48    Method: XEPOGJ      Operator: CFO
Interface: 702    Cycle#:119    Channel#: 0    Vial#:N/A
Instrument Type: VARIAN 3700        Column Type: SE-52: 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A            Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP

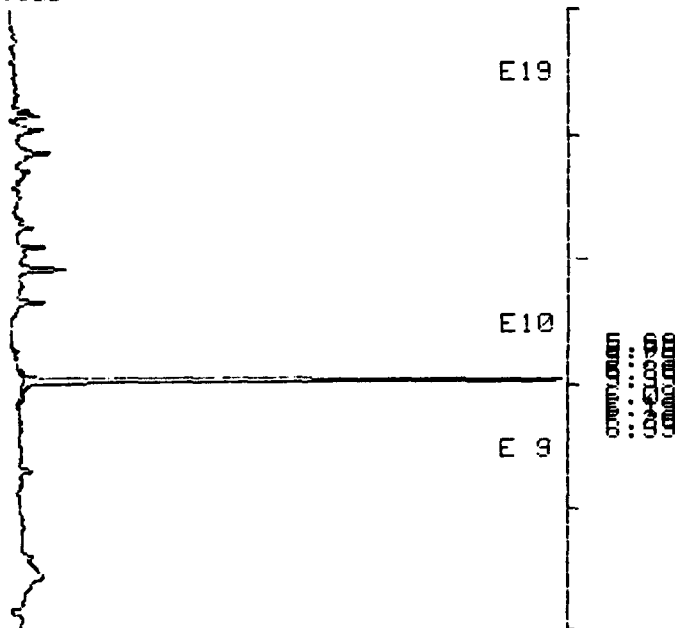REPROCESSED WITH METHOD XEPOGJ:HP9895.804.0 ON  2/06/1985   8:50

**\*\*\* AREA PERCENT REPORT \*\*\***

STARTING DELAY:   3.00  ENDING RETENTION TIME:    8.01

| Pk No. | Ret Time | Peak Area | Area % | B L | Peak Ht. | Normalized | Area/ Height |
|------|------|---------|--------|-----|--------|-----------|--------------|
| 1 | 5.68 | 2994 | .1767 | 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 | 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 | 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 | 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 | 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 | 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 | 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 | 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6    Area Reject = 1000
Time per sample = .2

Start time=   3.00 Stop time=   8.00 minutes   Offset=   0
Lowest Value =        1  Highest Value =       999999 Scale factor =   1

E19

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\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*
\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* 702 CYCLE 120  DBCP              \*\*\*\*\*\*\*\*\*\*\*\*\*\*
\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*
Sample Name DBCP

Sample Name: DBCP
Date: 2/05/1985  16:48    Method: XEP0GJ     Operator: CPU
Interface: 702    Cycle#:119    Channel#: 0    Vial#:N/A
Instrument Type: VARIAN 3700         Column Type: SE-52: 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A              Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP

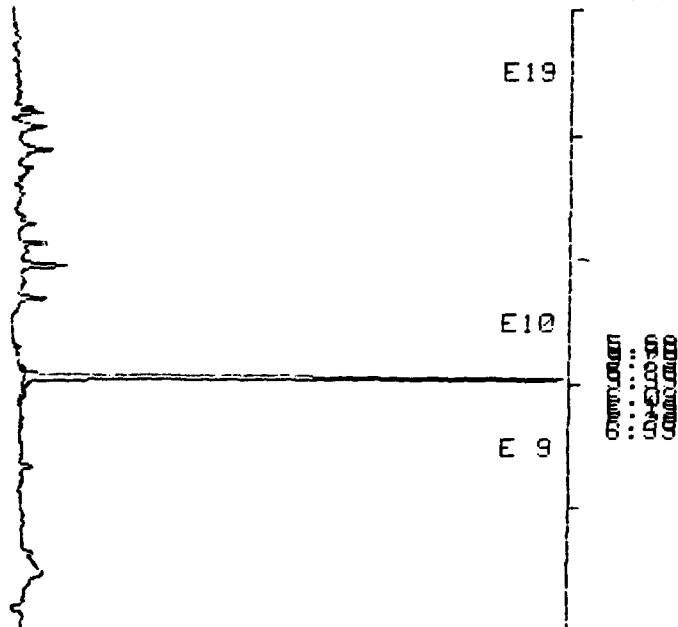REPROCESSED WITH METHOD XEPCGJ:HP9895.804.0 ON  2/06/1985    8:50

### *** AREA PERCENT REPORT ***

STARTING DELAY:   3.00   ENDING RETENTION TIME:    8.01

| Pk No. | Ret Time | Peak Area | Area % | B L | Peak Ht. | Normalized | Area/ Height |
|---|---|---|---|---|---|---|---|
| 1 | 5.68 | 2994 | .1767 | 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 | 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 | 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 | 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 | 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 | 1 | 2477 | .323 | 2.2 |
| 9 | 6.23 | 4792 | .2828 | 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 | 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6    Area Reject = 1000
Time per sample = .2

Start time= 3.00 Stop time= 8.00 minutes  Offset= 0
Lowest Value = 1  Highest Value = 999999 Scale factor = 1



E19

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***************************************************************************
***************** 702 CYCLE 120  DBCP                    ****************
***************************************************************************

Sample Name: DBCP
Date: 2/05/1985  16:48  Method: XEPOGJ  Operator: EPO
Interface: 702  Cycle#:119  Channel#: 0  Vial#:N/A

Instrument Type: VARIAN 3700  Column Type: SE-52: 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A  Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP

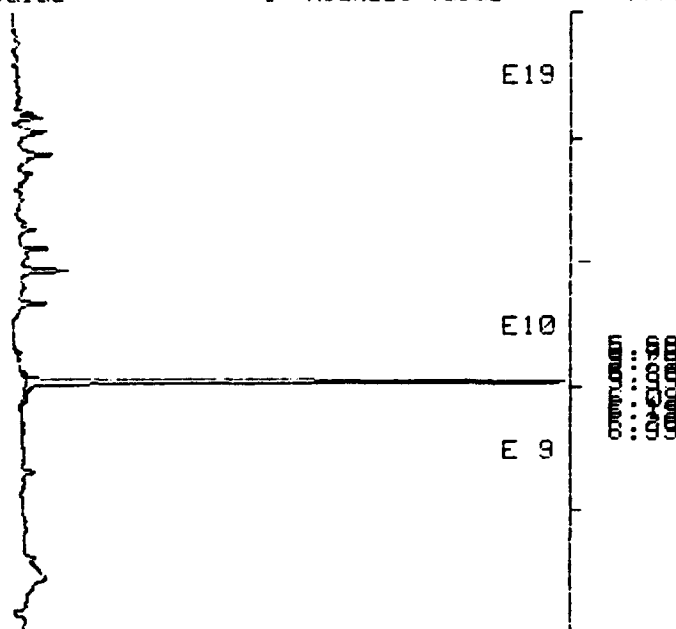REPROCESSED WITH METHOD XEPOGJ:HP9895.B04.0 ON  2/06/1985  8:50

### *** AREA PERCENT REPORT ***

STARTING DELAY:  3.00  ENDING RETENTION TIME:  8.01

| Pk No. | Re Time | Peak Area | Area % | B L | Peak Ht. | Normalized | Area/ Height |
|---|---|---|---|---|---|---|---|
| 1 | 5.68 | 2994 | .1767 | 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 | 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 | 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 | 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 | 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 | 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 | 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 | 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6  Area Reject = 1000
Time per sample = .2

Start time= 3.00 Stop time= 8.00 minutes  Offset= 0
Lowest Value = 1 Highest Value = 999999 Scale factor = 1



**************************************************************************
***************** 702 CYCLE 120  DBCP  ***************
••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••
Sample Name DBCP
Date: 2/06/1985  8:56  Method: XEPOGJ  Operator: EPO
Interface: 702  Cycle#:120  Channel#: 0  Vial#:N/A

Sample Name: DBCP
Date: 2/05/1985  16:48  Method: XEFOGJ  Operator: EPO
Interface: 702  Cycle#:119  Channel#: 0  Vial#:N/A
£££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££
Instrument Type: VARIAN 3700  Column Type: SE-52; 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A  Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP
£££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££

REPROCESSED WITH METHOD XEFOGJ:HP9895.804.0 ON  2/06/1985  8:50

*** AREA PERCENT REPORT ***

STARTING DELAY:  3.00  ENDING RETENTION TIME:  8.01

| Pk No. | Ret Time | Peak Area | Area % | B L | Peak Ht. | Normalized | Area/ Height |
|---|---|---|---|---|---|---|---|
| 1 | 5.68 | 2994 | .1767 | 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 | 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 | 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 | 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 | 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 | 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 | 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 | 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6  Area Reject = 1000
Time per sample = .2

Start time= 3.00 Stop time= 8.00 minutes  Offset= 0
Lowest Value = 1  Highest Value = 999999 Scale factor = 1

E19

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****************************************************************************
***************** 702 CYCLE 120  DBCP  **************
****************************************************************************
Sample Name DBCP
Date: 2/06/1985  8:56  Method: XEFOGJ  Operator: EPO
Interface: 702  Cycle#:120  Channel#: 0  Vial#:N/A

Sample Name: DBCP
Date: 2/05/1985 16:48   Method: XEPOGJ   Operator: EPO
Interface: 702   Cycle#:119   Channel#: 0   Vial#:N/A

Instrument Type: VARIAN 3700          Column Type: SE-52; 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A                    Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP

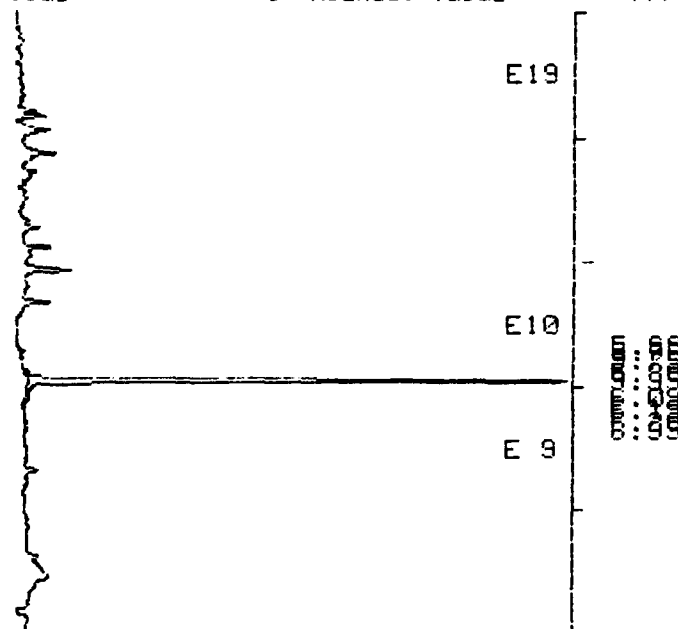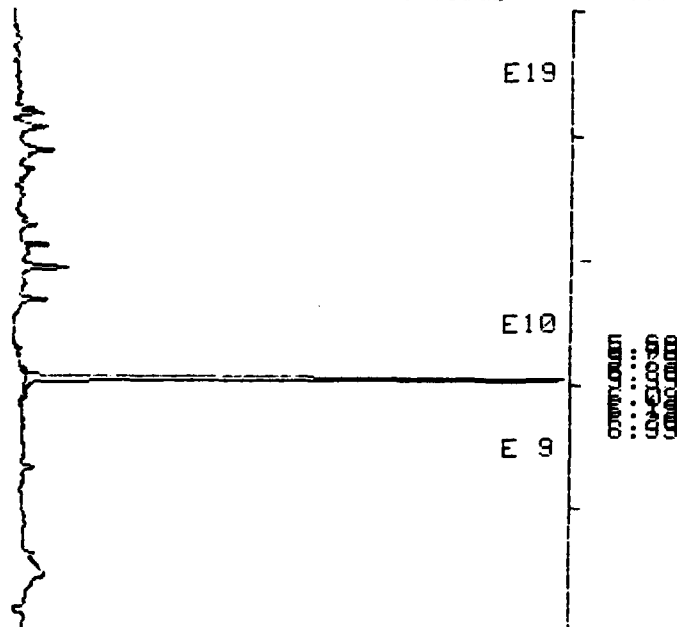REPROCESSED WITH METHOD XEPOGJ:HP9895.804.0 ON  2/06/1985   8:50

### *** AREA PERCENT REPORT ***

STARTING DELAY:   3.00  ENDING RETENTION TIME:   8.01

| Pk No. | Ret Time | Peak Area | Area B % L | Peak Ht. | Normalized | Area/ Height |
|---|---|---|---|---|---|---|
| 1 | 5.68 | 2994 | .1767 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6   Area Reject =  1000
Time per sample =  .2

Start time=   3.00 Stop time=   8.00 minutes  Offset=  0
Lowest Value =        1 Highest Value =       999999 Scale factor =   1



E19

E10

E 9

**************************************************************************
***************** 702 CYCLE 120   DBCP                    ***************
**************************************************************************

Sample Name DBCP
Date: 2/06/1985   8:56   Method: XEPOGJ   Operator: EPO
Interface: 702   Cycle#:120   Channel#: 0   Vial#:N/A

Instrument Type: VARIAN 3700              Column Type: SE-52: 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A                Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP

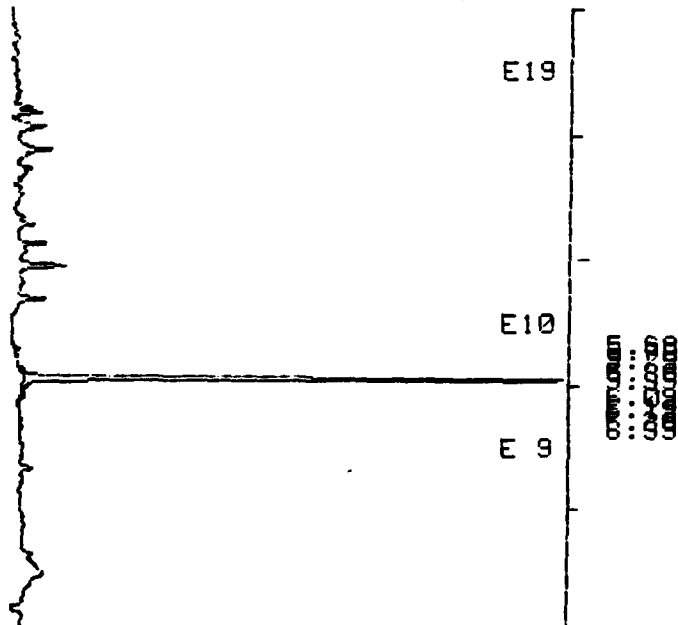REPROCESSED WITH METHOD XEPOGJ:HP9895.804.0 ON  2/06/1985    8:50

**\*\*\* AREA PERCENT REPORT \*\*\***

STARTING DELAY:   3.00  ENDING RETENTION TIME:    8.01

| Pk No. | Ret Time | Peak Area | Area % | B L | Peak Ht. | Normalized | Area/ Height |
|--------|----------|-----------|--------|-----|----------|------------|--------------|
| 1 | 5.68 | 2994 | .1767 | 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 | 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 | 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 | 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 | 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 | 1 | 2477 | .323 | 2.2 |
| 9 | 6.23 | 4792 | .2828 | 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 | 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6    Area Reject =   1000
Time per sample =   .2

Start time=   3.00 Stop time=   8.00 minutes  Offset=   0
Lowest Value =          1  Highest Value =      999999 Scale factor =    1

E19

E10

E 9

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***
**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* 702 CYCLE 120  DBCP                        \*\*\*\*\*\*\*\*\*\*\*\*\***
**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Sample Name DBCP
Date: 2/06/1985    8:56   Method: XEPOGJ      Operator: EPO
Interface: 702    Cycle#:120    Channel#: 0    Vial#:N/A

Instrument Type: VARIAN 3700              Column Type: SE-52: 30M

Sample Name: DBCP
Date: 2/05/1985  16:48    Method: XEPOGJ    Operator: EPO
Interface: 702    Cycle#:119    Channel#: 0    Vial#:N/A

Instrument Type: VARIAN 3700              Column Type: SE-52: 30M
        Solvent Description: HEXANE
    Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
        Detector 0: ECD/A              Detector 1:
    Misc. Information: SPLITLESS INJECTIONS OF DBCP

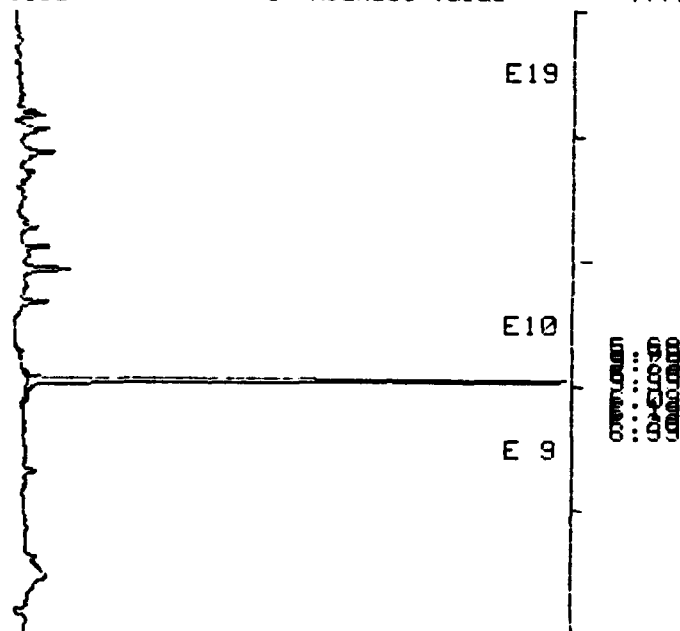REPROCESSED WITH METHOD XEPOGJ:HP9895.804.0 ON  2/06/1985    8:50

*** AREA PERCENT REPORT ***

STARTING DELAY:   3.00   ENDING RETENTION TIME:    8.01

| Pk No. | Ret Time | Peak Area | Area % L | Peak Ht. | Normalized | Area/ Height |
|---|---|---|---|---|---|---|
| 1 | 5.68 | 2994 | .1767 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6    Area Reject = 1000
Time per sample = .2

Start time= 3.00 Stop time= 8.00 minutes  Offset= 0
Lowest Value = 1 Highest Value = 999999 Scale factor = 1



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***************** 702 CYCLE 120  DBCP              **************
********************************************************************

Sample Name DBCP
Date: 2/06/1985    8:56    Method: XEPOGJ    Operator: EPO
Interface: 702    Cycle#:120    Channel#: 0    Vial#:N/A

Instrument Type: VARIAN 3700              Column Type: SE-52: 30M

Sample Name: DBCP
Date: 2/05/1985  16:48    Method: XEPOGJ        Operator: EPO
Interface: 702    Cycle#:119    Channel#: 0    Vial#:N/A

Instrument Type: VARIAN 3700         Column Type: SE-52; 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A              Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP

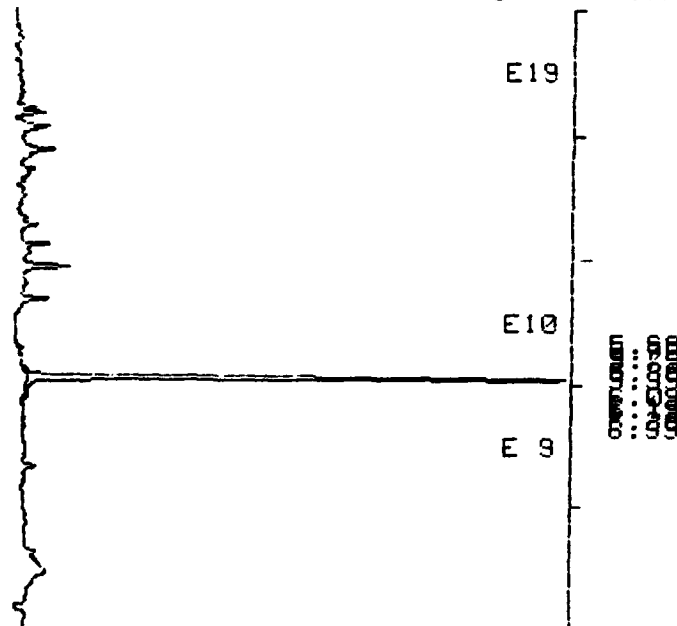REPROCESSED WITH METHOD XEPOGJ:HP9895.804.0 ON  2/06/1985    8:50

*** AREA PERCENT REPORT ***

STARTING DELAY:   3.00   ENDING RETENTION TIME:    8.01

| Pk No. | Ret Time | Peak Area | Area % | B L | Peak Ht. | Normalized | Area/ Height |
|---|---|---|---|---|---|---|---|
| 1 | 5.68 | 2994 | .1767 | 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 | 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 | 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 | 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 | 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 | 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 | 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 | 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6    Area Reject = 1000
Time per sample = .2

Start time= 3.00 Stop time= 8.00 minutes  Offset= 0
Lowest Value =        1  Highest Value =      999999 Scale factor =    1



********************************************************************************
****************** 702 CYCLE 120  DBCP                    ***************
●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●

Sample Name DBCP
Date: 2/06/1985    8:56    Method: XEPOGJ      Operator: EPO
Interface: 702    Cycle#:120    Channel#: 0    Vial#:N/A

Date: 2/05/1985    16:48    Method: XEPOGJ    Operator: EPO
Interface: 702    Cycle#:119    Channel#: 0    Vial#:N/A

Instrument Type: VARIAN 3700    Column Type: SE-52: 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A    Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP

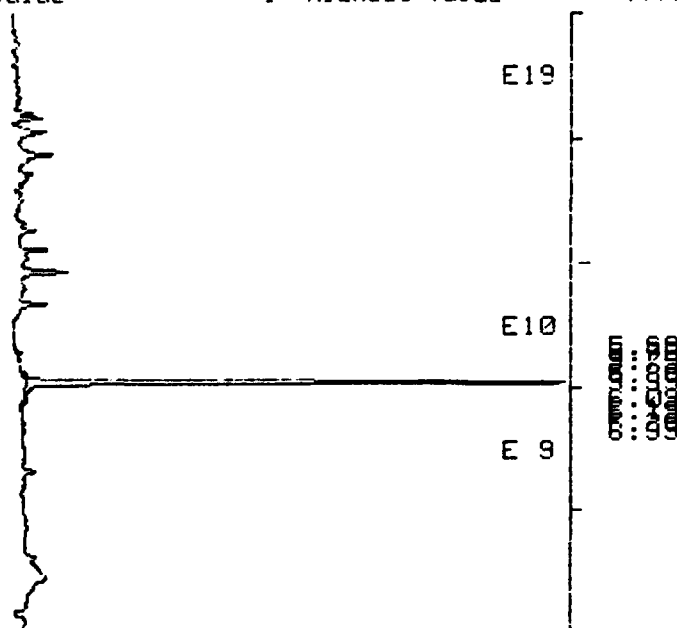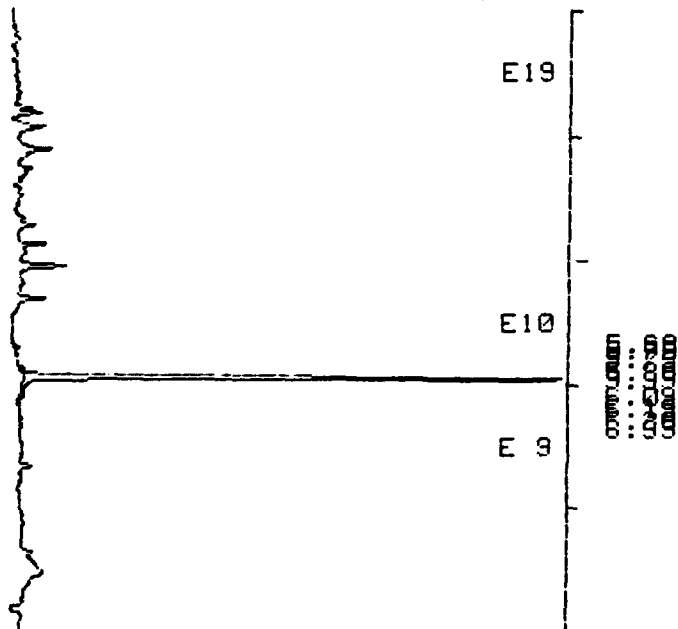REPROCESSED WITH METHOD XEPOGJ:HP9895.804.0 ON  2/06/1985    8:50

### *** AREA PERCENT REPORT ***

STARTING DELAY:    3.00   ENDING RETENTION TIME:    8.01

| Pk No. | Ret Time | Peak Area | Area % | B L | Peak Ht. | Normalized | Area/ Height |
|--------|----------|-----------|--------|-----|----------|------------|--------------|
| 1  | 5.68 | 2994    | .1767  | 1 | 2782   | .183    | 1.1 |
| 2  | 5.72 | 9950    | .5872  | 1 | 7045   | .608    | 1.4 |
| 3  | 5.79 | 1296    | .0765  | 1 | 1215   | .079    | 1.1 |
| 5  | 5.89 | 12358   | .7293  | 1 | 7156   | .755    | 1.7 |
| 6  | 5.95 | 1635897 | 96.5447| 1 | 978401 | 100.000 | 1.7 |
| 7  | 6.09 | 14599   | .8616  | 1 | 4748   | .892    | 3.1 |
| 8  | 6.19 | 5330    | .3145  | 1 | 2477   | .325    | 2.2 |
| 9  | 6.23 | 4792    | .2828  | 1 | 2754   | .293    | 1.7 |
| 10 | 6.35 | 7229    | .4266  | 1 | 4033   | .442    | 1.8 |

TOTAL AREA =  1.694445E+6    Area Reject =   1000
Time per sample =  .2

Start time=    3.00 Stop time=    8.00 minutes    Offset=    0
Lowest Value =         1  Highest Value =        999999 Scale factor =    1

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Sample Name: DBCP
Date: 2/05/1985  16:48  Method: XEFOGJ  Operator: EPO
Interface: 702  Cycle#:119  Channel#: 0  Vial#:N/A
£££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££
Instrument Type: VARIAN 3700  Column Type: SE-52: 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A  Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP
£££££££££,£££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££

REPROCESSED WITH METHOD XEFOGJ:HP9895.804.0 ON  2/06/1985  8:50

*** AREA PERCENT REPORT ***

STARTING DELAY:  3.00  ENDING RETENTION TIME:  8.01

| Pk No. | Ret Time | Peak Area | Area % | B L | Peak Ht. | Normalized | Area/ Height |
|---|---|---|---|---|---|---|---|
| 1 | 5.68 | 2994 | .1767 | 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 | 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 | 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 | 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 | 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 | 1 | 2477 | .323 | 2.2 |
| 9 | 6.23 | 4792 | .2828 | 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 | 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6  Area Reject = 1000
Time per sample = .2

Start time= 3.00 Stop time= 8.00 minutes  Offset= 0
Lowest Value = 1 Highest Value = 999999 Scale factor = 1

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****************** 702 CYCLE 120  DBCP  **************
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Sample Name DBCP
Date: 2/06/1985  8:56  Method: XEFOGJ  Operator: EPO
Interface: 702  Cycle#:120  Channel#: 0  Vial#:N/A

Sample Name : DBCP
Date: 2/05/1985  16:48    Method: XEPOGJ       Operator: EPO
Interface: 702    Cycle#:119    Channel#: 0    Vial#:N/A

Instrument Type: VARIAN 3700              Column Type: SE-52; 30M
        Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
        Detector 0: ECD/A              Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP

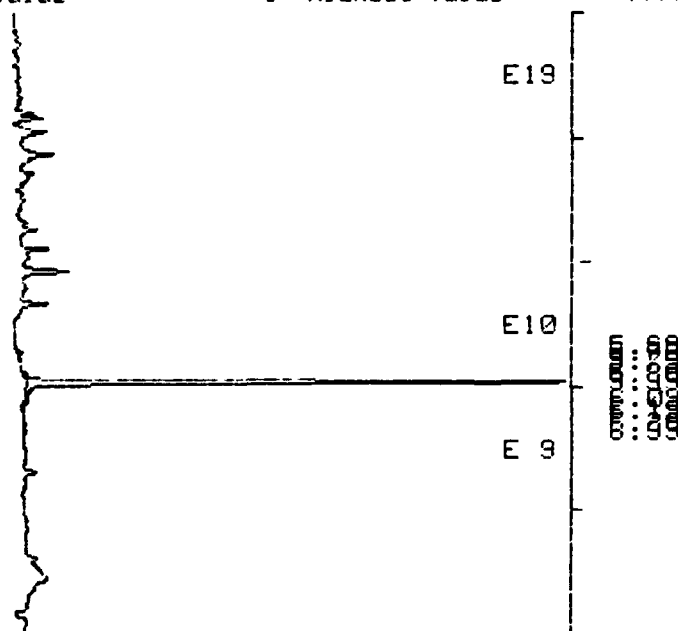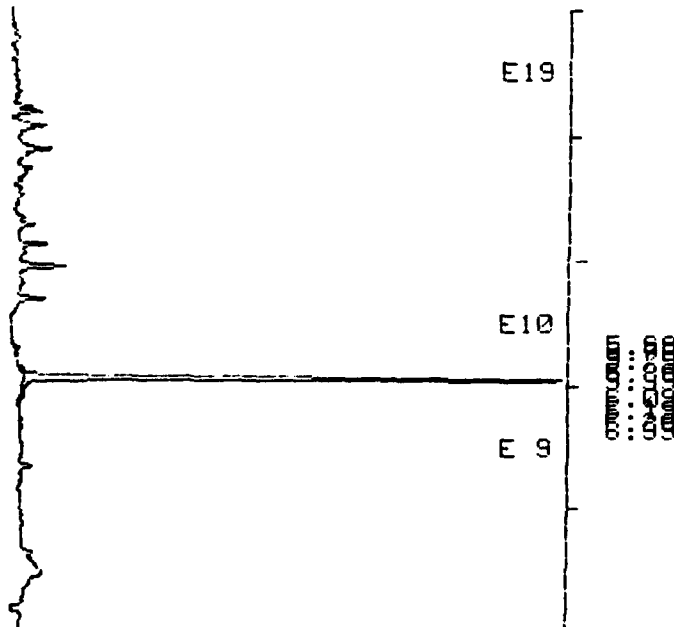REPROCESSED WITH METHOD XEPOGJ:HP9895.804.0 ON  2/06/1985   8:50

### *** AREA PERCENT REPORT ***

STARTING DELAY:   3.00  ENDING RETENTION TIME:    8.01

| Pk No. | Ret Time | Peak Area | Area % L | Peak Ht. | Normalized | Area/Height |
|--------|----------|-----------|----------|----------|------------|-------------|
| 1 | 5.68 | 2994 | .1767 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 1 | 2477 | .323 | 2.2 |
| 9 | 6.23 | 4792 | .2828 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6   Area Reject = 1000
Time per sample = .2

Start time= 3.00 Stop time= 8.00 minutes  Offset= 0
Lowest Value = 1  Highest Value = 999999 Scale factor = 1



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****************** 702 CYCLE 120  DBCP               *************
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Sample Name DBCP
Date: 2/06/1985   8:56   Method: XEPOGJ      Operator: EPO
Interface: 702    Cycle#:120    Channel#: 0    Vial#:N/A

Instrument Type: VARIAN 3700          Column Type: SE-54: 30M
        Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
        Detector 0: ECD/A              Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP

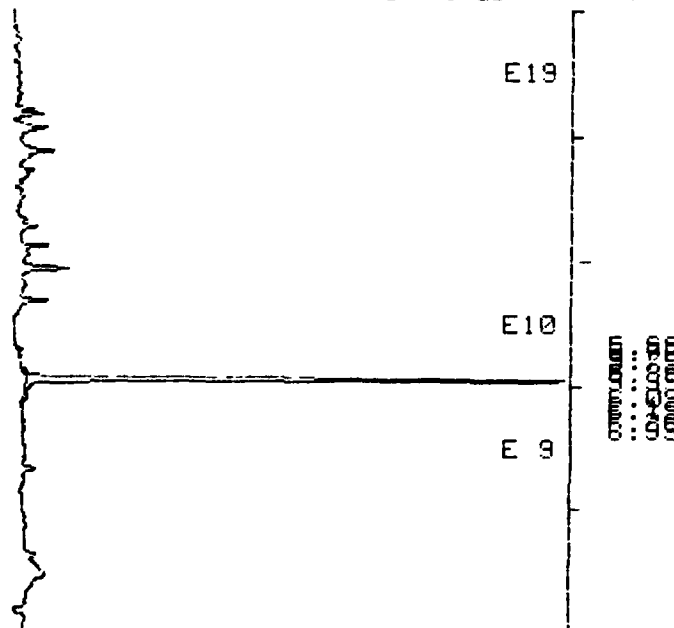REPROCESSED WITH METHOD XEFOGJ:HP9895.804.0 ON  2/06/1985   8:50

### *** AREA PERCENT REPORT ***

STARTING DELAY:  3.00  ENDING RETENTION TIME:   8.01

| Pk No. | Ret Time | Peak Area | Area % | L | Peak Ht. | Normalized | Area/ Height |
|---|---|---|---|---|---|---|---|
| 1 | 5.68 | 2994 | .1767 | 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 | 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 | 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 | 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 | 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 | 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 | 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 | 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6    Area Reject = 1000
Time per sample = .2

Start time= 3.00 Stop time= 8.00 minutes  Offset= 0
Lowest Value =       1  Highest Value =       999999 Scale factor = 1

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***************** 702 CYCLE 120  DBCP                     **************
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REPROCESSED WITH METHOD XEFOGJ:HP9895.804.0 ON  2/06/1985    8:50

### *** AREA PERCENT REPORT ***

STARTING DELAY:  3.00  ENDING RETENTION TIME:    8.01

| Pk No. | Ret Time | Peak Area | Area % | L | Peak Ht. | Normalized | Area/ Height |
|---|---|---|---|---|---|---|---|
| 1 | 5.68 | 2994 | .1767 | 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 | 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 | 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 | 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 | 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 | 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 | 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 | 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6    Area Reject = 1000
Time per sample = .2

Start time= 3.00 Stop time= 8.00 minutes  Offset= 0
Lowest Value =      1  Highest Value =      999999 Scale factor = 1

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Sample: Std 1 DBCP
Date: 2/05/1985   16:48     Method: XEFOGJ     Operator: FFO
Interface: 702     Cycle#:119     Channel#: 0     Vial#:N/A
Instrument Type: VARIAN 3700          Column Type: SE-54: 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A          Detector 1:
Misc. Information: SPLTLESS INJECTIONS OF DBCP

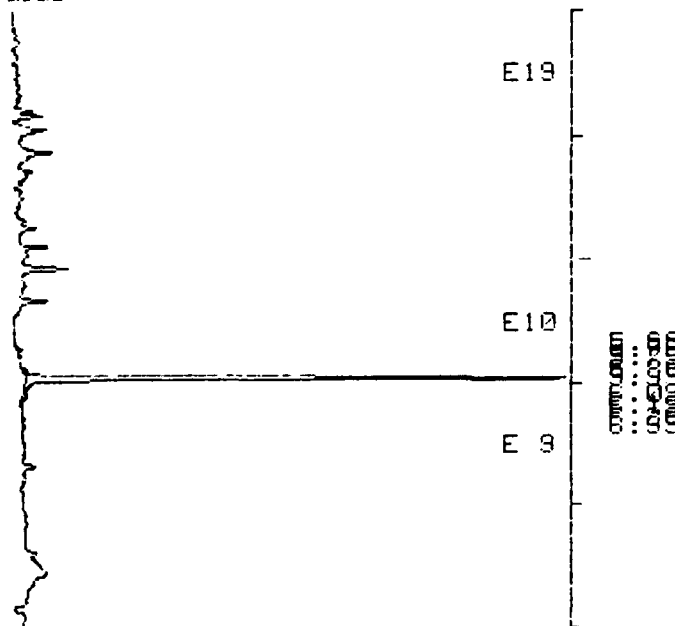REPROCESSED WITH METHOD XEFOGJ:HP9895.804.0 ON  2/06/1985   8:50

*** AREA PERCENT REPORT ***

STARTING DELAY:   3.00  ENDING RETENTION TIME:    8.01

| Pk No. | Ret Time | Peak Area | Area % | L | Peak Ht. | Normalized | Area/ Height |
|---|---|---|---|---|---|---|---|
| 1 | 5.68 | 2994 | .1767 | 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 | 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 | 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 | 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 | 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 | 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 | 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 | 1 | 4033 | .442 | 1.8 |

TOTAL AREA =  1.694445E+6    Area Reject =  1000
Time per sample =  .2

Start time=   3.00 Stop time=   8.00 minutes   Offset=   0
Lowest Value =        1  Highest Value =      999999 Scale factor =    1



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****************** 702 CYCLE 120  DBCP                ***************
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Sample Name DBCP
Date: 2/06/1985    8:56    Method: XEFOGJ     Operator: FFO
Interface: 702     Cycle#:120     Channel#: 0     Vial#:N/A

Sample Name: DBCP
Date: 2/05/1985 16:48 Method: XEFOGJ Operator: EPO
Interface: 702 Cycle#:119 Channel#: 0 Vial#:N/A

Instrument Type: VARIAN 3700 Column Type: SE-52: 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN @ 140 AT 10/MIN
Detector 0: ECD/A Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP

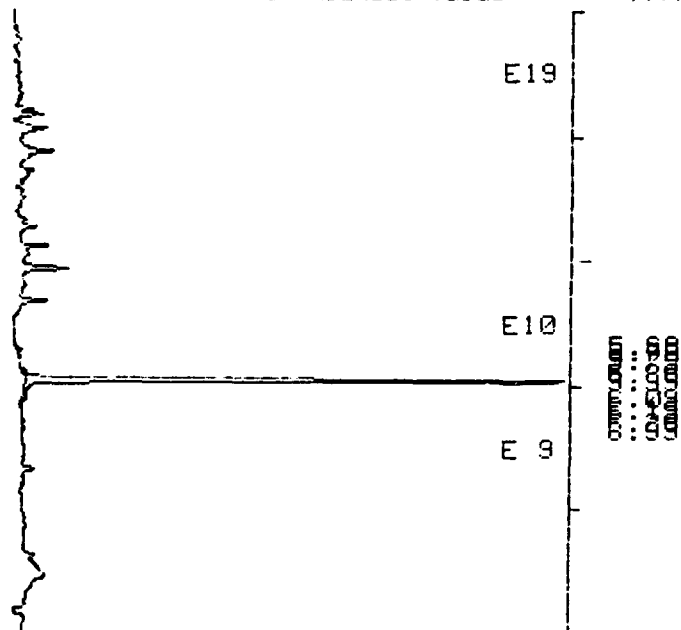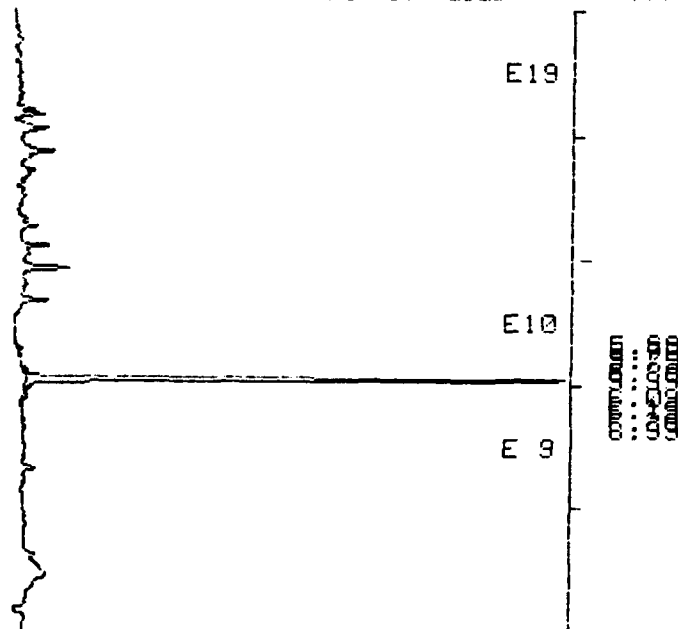REPROCESSED WITH METHOD XEFOGJ:HP9895.804.0 ON 2/06/1985 8:50

### *** AREA PERCENT REPORT ***

STARTING DELAY: 3.00 ENDING RETENTION TIME: 8.01

| Pk No. | Ret Time | Peak Area | Area % L | Peak Ht. | Normalized | Area/ Height |
|---|---|---|---|---|---|---|
| 1 | 5.68 | 2994 | .1767 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6 Area Reject = 1000
Time per sample = .2

Start time= 3.00 Stop time= 8.00 minutes Offset= 0
Lowest Value = 1 Highest Value = 999999 Scale factor = 1

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***************** 702 CYCLE 120 DBCP *****************
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Sample Name DBCP
Date: 2/06/1985 8:56 Method: XEFOGJ Operator: EPO
Interface: 702 Cycle#:120 Channel#: 0 Vial#:N/A

REPROCESSED WITH METHOD XEPOGJ:HP9895.804.0 ON  2/06/1985   8:50

### *** AREA PERCENT REPORT ***

STARTING DELAY:   3.00   ENDING RETENTION TIME:   8.01

| Pk No. | Ret Time | Peak Area | Area % L | Peak Ht. | Normalized | Area/ Height |
|---|---|---|---|---|---|---|
| 1 | 5.68 | 2994 | .1767 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 1 | 4033 | .442 | 1.8 |

TOTAL AREA =  1.694445E+6    Area Reject =  1000
Time per sample =  .2

Start time=   3.00 Stop time=   8.00 minutes   Offset=   0
Lowest Value =        1  Highest Value =        999999 Scale factor =    1



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***************** 702 CYCLE 120  DBCP                        **************
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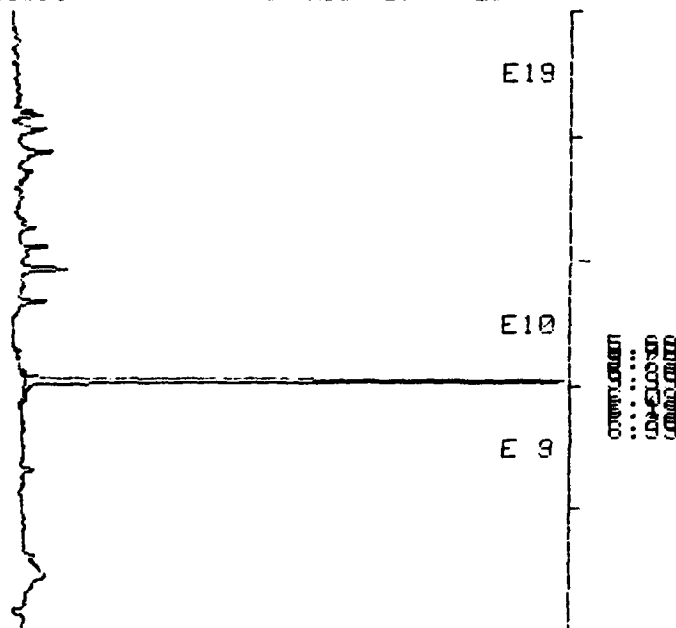REPROCESSED WITH METHOD XEPOGJ:HP9895.804.0 ON  2/06/1985    8:50

### *** AREA PERCENT REPORT ***

STARTING DELAY:   3.00   ENDING RETENTION TIME:    8.01

| Pk No. | Ret Time | Peak Area | Area % | B L | Peak Ht. | Normalized | Area/ Height |
|---|---|---|---|---|---|---|---|
| 1 | 5.68 | 2994 | .1767 | 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 | 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 | 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 | 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 | 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 | 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 | 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 | 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6    Area Reject =  1000
Time per sample = .2

Start time=   3.00 Stop time=    8.00 minutes   Offset=   0
Lowest Value =          1 Highest Value =        999999 Scale factor =    1

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****************** 702 CYCLE 120   DBCP              ***************
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Instrument Type: VARIAN 3700         Column Type: SE-52: 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A              Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP
@££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££££

REPROCESSED WITH METHOD XEPOGJ:HP9895.804.0 ON  2/06/1985   8:50

*** AREA PERCENT REPORT ***

STARTING DELAY:   3.00  ENDING RETENTION TIME:    8.01

| Pk No. | Ret Time | Peak Area | Area % | R L | Peak Ht. | Normalized | Area/ Height |
|--------|----------|-----------|--------|-----|----------|------------|--------------|
| 1  | 5.68 | 2994    | .1767   | 1 | 2782   | .183    | 1.1 |
| 2  | 5.72 | 9950    | .5872   | 1 | 7045   | .608    | 1.4 |
| 3  | 5.79 | 1296    | .0765   | 1 | 1215   | .079    | 1.1 |
| 5  | 5.89 | 12358   | .7293   | 1 | 7156   | .755    | 1.7 |
| 6  | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7  | 6.09 | 14599   | .8616   | 1 | 4748   | .892    | 3.1 |
| 8  | 6.19 | 5330    | .3145   | 1 | 2477   | .325    | 2.2 |
| 9  | 6.23 | 4792    | .2828   | 1 | 2754   | .293    | 1.7 |
| 10 | 6.35 | 7229    | .4266   | 1 | 4033   | .442    | 1.8 |

TOTAL AREA = 1.694445E+6    Area Reject =   1000
Time per sample = .2

Start time=   3.00 Stop time=   8.00 minutes  Offset=   0
Lowest Value =            1 Highest Value =        999999 Scale factor =   1



E19

E10

E 9

*******************************************************************
**************** 702 CYCLE 120  DBCP           **************
●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●

Sample Name: DBCP
Date: 2/05/1985  16:48    Method: XEPOGJ    Operator: EPO
Interface: 702    Cycle#:119    Channel#: 0    Vial#:N/A

Instrument Type: VARIAN 3700        Column Type: SE-52: 30M
Solvent Description: HEXANE
Operating Conditions: 80C FOR 2 MIN THEN 80-140 AT 10/MIN
Detector 0: ECD/A              Detector 1:
Misc. Information: SPLITLESS INJECTIONS OF DBCP

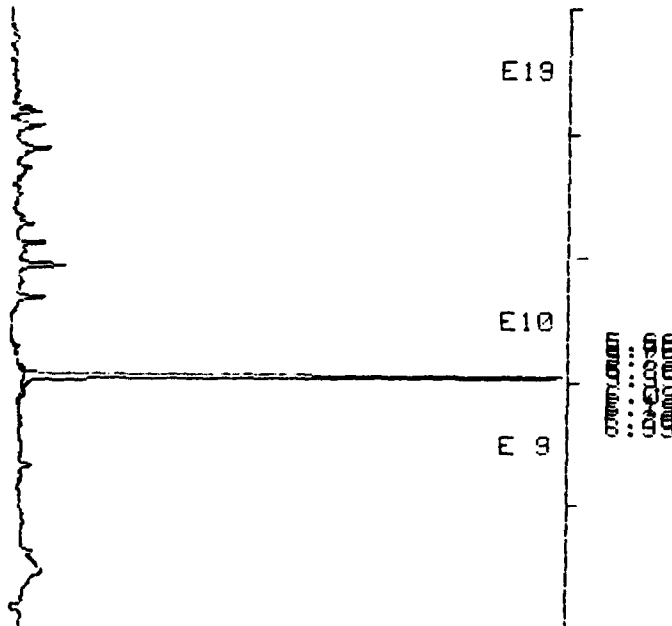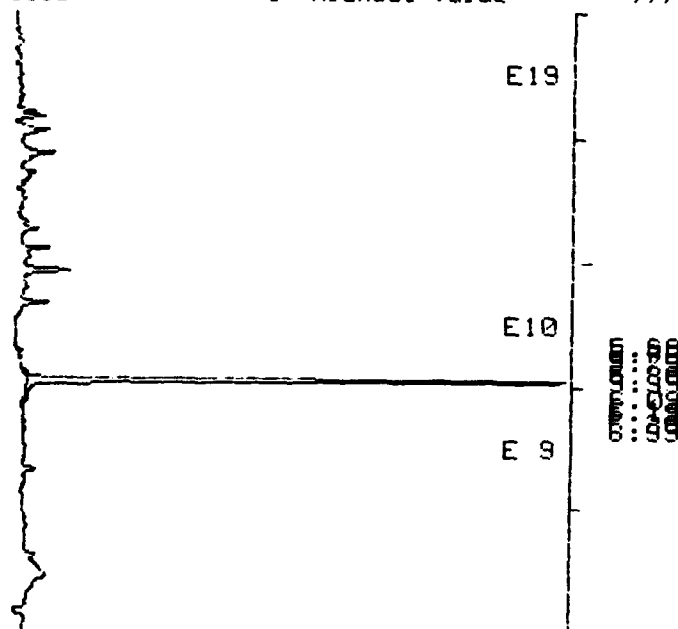REPROCESSED WITH METHOD XEPOGJ:HP9895.804.0 ON  2/06/1985    8:50

### *** AREA PERCENT REPORT ***

STARTING DELAY:   3.00   ENDING RETENTION TIME:    8.01

| Pk No. | Ret Time | Peak Area | Area % | R L | Peak Ht. | Normalized | Area/ Height |
|--------|----------|-----------|--------|-----|----------|------------|--------------|
| 1 | 5.68 | 2994 | .1767 | 1 | 2782 | .183 | 1.1 |
| 2 | 5.72 | 9950 | .5872 | 1 | 7045 | .608 | 1.4 |
| 3 | 5.79 | 1296 | .0765 | 1 | 1215 | .079 | 1.1 |
| 5 | 5.89 | 12358 | .7293 | 1 | 7156 | .755 | 1.7 |
| 6 | 5.95 | 1635897 | 96.5447 | 1 | 978401 | 100.000 | 1.7 |
| 7 | 6.09 | 14599 | .8616 | 1 | 4748 | .892 | 3.1 |
| 8 | 6.19 | 5330 | .3145 | 1 | 2477 | .325 | 2.2 |
| 9 | 6.23 | 4792 | .2828 | 1 | 2754 | .293 | 1.7 |
| 10 | 6.35 | 7229 | .4266 | 1 | 4033 | .442 | 1.8 |

TOTAL AREA = 1.694445E+6    Area Reject = 1000
Time per sample = .2

Start time= 3.00 Stop time= 8.00 minutes  Offset= 0
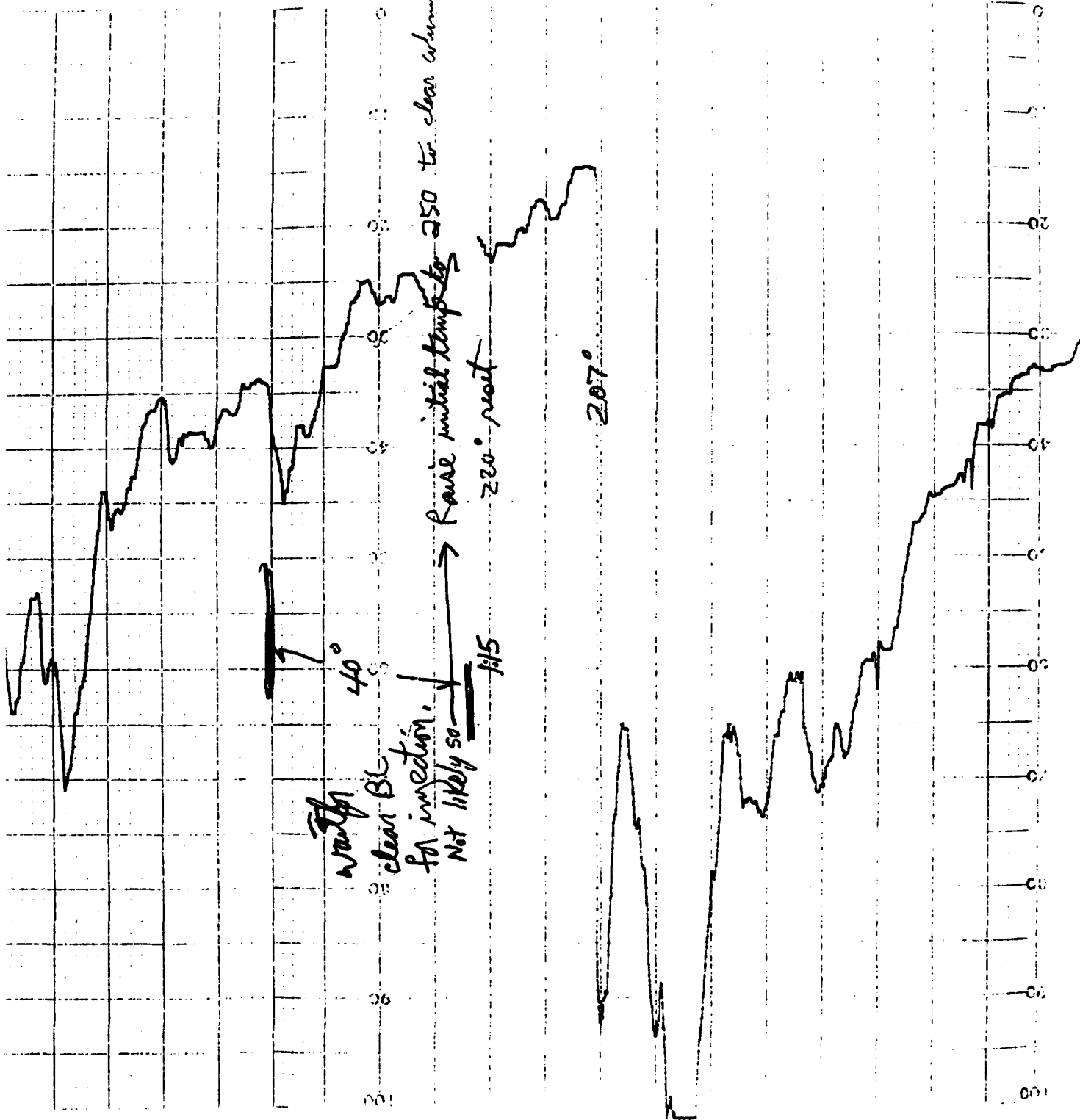Lowest Value = 1  Highest Value = 999999 Scale factor = 1



E19

E10

E 9

**********************************************************************
**************** 702 CYCLE 120  DBCP                ***************
••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••

Sample Name DBCP
Date: 2/06/1985    8:56    Method: XEPOGJ      Operator: EPO
Interface: 702    Cycle#:120    Channel#: 0    Vial#:N/A

in your subject area. We have access to all major databases; there is no cost to you for the service. There is a request form included with this newsletter for access to this service. Current Awareness services are in addition to our customized non-recurring search service. Contact Ms. Handy or Ms. Knight for more information.

## SUBSCRIPTION/BOOK ORDERS

Ms. Knight has been authorized as the approval authority for books and for both new requests and subscriptions to be renewed. Please forward such requests to the RTIC.

We are using an intermediary vendor to order subscriptions. The vendor will obtain a common expiration date for a title if possible; ultimately, most subscriptions will expire at the same time.

We are currently subscribing to multiple copies of several titles that are of interest to all employees. After our move to the ARF we will reduce these multiple subscriptions to one copy kept in the RTIC for all employees to use. A photocopy machine will be available in the RTIC for copying library materials.

Exceptions for duplicate subscriptions will be made on a case by case basis. This policy will not effect employees housed away from the main administrative complex.

## PARKING LOT CONSTRUCTION

As a reminder, the parking lot behind building 111 is under construction and unavailable for use. The only lot available is east of the new Laboratory Sciences building. RMA security police are ticketing individuals who park illegally. Feel free to telephone us for library services.

## RTIC REGISTRATION

If you would like to register for library privileges you may do so by filling out the following information. Cut out the form and return it to the RTIC. Please print or type all information except for the required signature. *Our fax*

NAME:
_____

INFORMATION REQUIRED FOR GOV'T EMPLOYEE

OFFICE NAME/OFFICE SYMBOL:
_____

TELEPHONE NUMBER:
_____

INFORMATION REQUIRED FOR CONTRACTOR PERSONNEL

EMPLOYED BY/ADDRESS/TELEPHONE NUMBER
_____
_____
_____

COMPLETE CONTRACT NUMBER:
_____

CONTRACT EXPIRATION DATE:
_____

COR FOR CONTRACT/TELEPHONE NUMBER:
_____

PRIME CONTRACTOR:____YES ___NO

IF SUBCONTRACTOR:
NAME/ADDRESS/POC OF PRIME CONTRACTOR
_____
_____
_____

POC's TELEPHONE NUMBER:
_____

_____
SIGNATURE/DATE

1. ATTENDANCE - [A] DEFINED AS AUTHORIZED USERS PHYSICALLY APPEARING AT THE RTIC
FOR ANY LIBRARY RELATED BUSINESS [B] DOES NOT INCLUDE DPA PERSONNEL VISITS UNLESS
THEY ARE USING LIBRARY RESOURCES.

     YOU RECORD:   GU [GOVERNMENT USERS]   AU [ACUMENIX USERS]
                   CU [CONTRACTOR USERS]   DU [DPRA USERS]

2. CIRCULATION - RECORDED AS [A] INTERNAL (PULLED FOR USE IN LIBRARY, NOT CHECKED
OUT) OR [B] EXTERNAL (CHECKED OUT)

     YOU RECORD:   CIO [INTERNAL/OTHER]
                   CEO [EXTERNAL/OTHER]
                   CID [INTERNAL/DPRA]
                   CED [EXTERNAL/DPRA]
                   CIA [INTERNAL/ACUMENIX]
                   CEA [EXTERNAL/ACUMENIX]

                   RNAO [REQUESTED NOT AVAILABLE; EVERYONE BUT DPRA]
                   RNAD [REQUESTED NOT AVAILABLE, DPRA]

3.   INFORMATION REQUESTS - DEFINED AS A REQUEST FROM A USER THAT REQUIRES FEWER
THAN 15 MINUTES OF A STAFF MEMBER'S TIME TO ANSWER.  MAY INCLUDE A RTIC CATALOG
SEARCH, VERIFICATION OF INFORMATION IN A DOCUMENT, BOOK, ETC.  METHOD OF REQUEST
IS NOT RELEVANT [E.G., WALK-IN, TELEPHONE, LETTER].  PRECEDE THE TALLY WITH THE
FIRST INITIAL OF YOUR NAME IN THE BLANK.

     YOU RECORD:   __ID [DPRA REQUESTS]
                   __IA [ACUMENIX REQUESTS]
                   __IO [ALL OTHER REQUESTS]

4.   REFERENCE/RESEARCH REQUESTS - DEFINED AS TAKING MORE THAN 15 MINUTES OF A
STAFF MEMBER'S TIME TO ANSWER.  MAY INCLUDE IN DEPTH RESEARCH INTO TECHNICAL
REPORTS FOR DATA, INFORMATION, ETC.  MAY ALSO INCLUDE ONLINE SEARCH OF EXTERNAL
DATABASES.  THESE DATABASE SEARCHES ARE COUNTED AS A STATISTIC ELSEWHERE BUT MAY
COMPRISE PART OF THIS ELEMENT IN TERMS OF TIME.  PRECEDE THE TALLY WITH THE FIRST
INITIAL OF YOUR NAME IN THE BLANK. METHOD OF REQUEST IS IRRELEVANT.

     YOU RECORD:   __RD [DPRA REQUESTS]
                   __RA [ACUMENIX REQUESTS]
                   __RO [ALL OTHER REQUESTS]

5.  BIBLIOGRAPHIES PREPARED  -  THIS STATISTIC IS DERIVED FROM  DATABASE SEARCHES.
STATISTIC WILL BE KEPT FROM EXTERNAL DATABASES ONLY; RTIC CATALOG DATABASES ARE
COUNTED IN AS AN INFORMATION OR REFERENCE REQUEST DEPENDING UPON TIME INVOLVED.
COUNT WILL BE ONE EACH FOR A GIVEN TOPIC [E.G., ANALYSIS OF MANGANESE IN WATER OR
SOIL].  NUMBER OF DATABASES ACCESSED IS KEPT IN # 6. [AMIRA/JUDY ONLY]

     YOU RECORD:   __BD [DPRA REQUESTS]
                   __BA [ACUMENIX REQUESTS]
                   __BG [GOV'T EMPLOYEE REQUESTS]
                   __BC [ALL OTHER CONTRACTOR REQUESTS]

## SUBSCRIPTION ORDER FORM

TITLE:  Federal Employees' News Digest

DATE ORDERED: 30 April 92

FAXON NUMBER: 044533                          PRICE:   $50

PUBLISHER'S ADDRESS [IF NO FAXON NUMBER]:

SHIP TO ADDRESS: AMXRM-GC

# YEARS TO ORDER: 1 YEAR ONLY

SUB PERIOD: WITH NEXT AVAILABLE ISSUE

RECOMMENDED BY: RENEWAL AMXRM-GC [SUBSCRIPTION EXPIRED]

## OTHER STATISTICS NEEDED

1.  NEED TO COUNT OVERDUE NOTICES AS THEY ARE GENERATED. THE COUNT NEEDS TO BE ONE EACH FOR EACH OVERDUE ITEM REGARDLESS OF THE NUMBER OF USERS HAVING OVERDUES [e.g., IF EMPLOYEE X HAS 10 OVERDUE ITEMS THE COUNT IS 10, NOT ONE].

2.  COLLECTION COUNT NEEDED:

    TOTAL NUMBER OF REPORT TITLES
    COUNT OF INDIVIDUAL PIECES IN REPORTS [VOLUMES, MAPS, PARTS, ETC.]
    COUNT OF INDIVIDUALLY CATALOGED MAPS
    COUNT OF INDIVIDUALLY CATALOGED PHOTOGRAPHS

6. BIBLIOGRAPHIC FILES ACCESSED - COUNTED IN THE FOLLOWING WAY: [A] "ONE-SEARCH" - MULTIPLE FILES ACCESSED SIMULTANEOUSLY, COUNTS AS ONE PER SEARCH TOPIC [MAY BE MULTIPLE STRATEGIES]. FOR EXAMPLE USING "ENVIRON" ON DIALOG TO SEARCH FOR METHODS OF ANALYZING FOR MANGANESE IN WATER OR SOIL COUNTS AS 1 FILE ACCESSED. [B] INDIVIDUAL FILES - SEARCHING FOR METHODS OF ANALYZING FOR MANGANESE IN WATER OR SOIL AND GOING INTO NTIS, WATERNET, AND TOXLINE INDIVIDUALLY COUNTS AS 3 FILES ACCESSED. [C] NON-BIBLIOGRAPHIC FILES SUCH AS OCLC, CARL, EPA, ETC COUNT AS ONE FILE/SEARCH TOPIC. [AMIRA/JUDY ONLY]

YOU RECORD:
__OS [ONE-SEARCH]
__IF [INDIVIDUAL FILES]
__NF [NON-BIBLIOGRAPHIC FILES]

7. SPECIAL PROGRAMS PREPARED. COUNT ONE EACH [e.g., FOR ANY PROGRAM PREPARED THE COUNT IS ONE FOR THE "PROGRAM"; FOR ET THE COUNT IS ONE EACH FOR EACH END USER TRAINED].

YOU RECORD:
IP [INTERNAL PROGRAMS]
EP [EXTERNAL PROGRAMS]
TR [TOURS, ORIENTATIONS]
ET [END USER TRAINING]

8. SELECTIVE DISSEMINATION OF INFORMATION. [AMIRA/JUDY]

YOU RECORD:  __SDI

9. NEW DOCUMENTS RECEIVED.

YOU RECORD:  SUBM

10. SPECIAL PROJECTS. PROVIDE A BRIEF WRITTEN NARRATIVE OF THE PROJECT AND AN APPROXIMATION OF THE TIME REQUIRED TO COMPLETE. DO NOT RECORD THE PROJECT UNTIL IT IS FINISHED.

## INSTRUCTIONS FOR RTIC STATISTICS SHEET

1. ATTENDANCE - [A] DEFINED AS AUTHORIZED USERS PHYSICALLY APPEARING AT THE RTIC FOR ANY LIBRARY RELATED BUSINESS [B] DOES NOT INCLUDE DPA PERSONNEL VISITS UNLESS THEY ARE USING LIBRARY RESOURCES.

      YOU RECORD:   GU [GOVERNMENT USERS]   AU [ACUMENIX USERS]
                    CU [CONTRACTOR USERS]   DU [DPRA USERS]

2. CIRCULATION - RECORDED AS [A] INTERNAL (PULLED FOR USE IN LIBRARY, NOT CHECKED OUT) OR [B] EXTERNAL (CHECKED OUT)

      YOU RECORD:   CIO [INTERNAL/OTHER]
                    CEO [EXTERNAL/OTHER]
                    CID [INTERNAL/DPRA]
                    CED [EXTERNAL/DPRA]
                    CIA [INTERNAL/ACUMENIX]
                    CEA [EXTERNAL/ACUMENIX]

                    RNAO [REQUESTED NOT AVAILABLE; EVERYONE BUT DPRA]
                    RNAD [REQUESTED NOT AVAILABLE, DPRA]

3.  INFORMATION REQUESTS - DEFINED AS A REQUEST FROM A USER THAT REQUIRES FEWER THAN 15 MINUTES OF A STAFF MEMBER'S TIME TO ANSWER.  MAY INCLUDE A RTIC CATALOG SEARCH, VERIFICATION OF INFORMATION IN A DOCUMENT, BOOK, ETC.  METHOD OF REQUEST IS NOT RELEVANT [E.G., WALK-IN, TELEPHONE, LETTER].  PRECEDE THE TALLY WITH THE FIRST INITIAL OF YOUR NAME IN THE BLANK.

      YOU RECORD:   __ID [DPRA REQUESTS]
                    __IA [ACUMENIX REQUESTS]
                    __IO [ALL OTHER REQUESTS]

4.  REFERENCE/RESEARCH REQUESTS - DEFINED AS TAKING MORE THAN 15 MINUTES OF A STAFF MEMBER'S TIME TO ANSWER.  MAY INCLUDE IN DEPTH RESEARCH INTO TECHNICAL REPORTS FOR DATA, INFORMATION, ETC.  MAY ALSO INCLUDE ONLINE SEARCH OF EXTERNAL DATABASES.  THESE DATABASE SEARCHES ARE COUNTED AS A STATISTIC ELSEWHERE BUT MAY COMPRISE PART OF THIS ELEMENT IN TERMS OF TIME.  PRECEDE THE TALLY WITH THE FIRST INITIAL OF YOUR NAME IN THE BLANK. METHOD OF REQUEST IS IRRELEVANT.

      YOU RECORD:   __RD [DPRA REQUESTS]
                    __RA [ACUMENIX REQUESTS]
                    __RO [ALL OTHER REQUESTS]

5. BIBLIOGRAPHIES PREPARED  -  THIS STATISTIC IS DERIVED FROM  DATABASE SEARCHES. STATISTIC WILL BE KEPT FROM EXTERNAL DATABASES ONLY; RTIC CATALOG DATABASES ARE COUNTED IN AS AN INFORMATION OR REFERENCE REQUEST DEPENDING UPON TIME INVOLVED. COUNT WILL BE ONE EACH FOR A GIVEN TOPIC [E.G., ANALYSIS OF MANGANESE IN WATER OR SOIL].  NUMBER OF DATABASES ACCESSED IS KEPT IN # 6. [AMIRA/JUDY ONLY]

      YOU RECORD:   __BD [DPRA REQUESTS]
                    __BA [ACUMENIX REQUESTS]
                    __BG [GOV'T EMPLOYEE REQUESTS]
                    __BC [ALL OTHER CONTRACTOR REQUESTS]

MEMORANDUM FOR  DPRA/Mr. McColloch          April 30, 1992

SUBJECT:  Subscription to Order


1.  At enclosure 1 is a renewal journal order.  This orders is based on a request from the department noted as "ship to".

2.  Please order it from the Faxon Federal Information Services. The order information provided should be sufficient; if not, please ask the vendor to call either Ms. Hamdy or me.



JUDITH A. KNIGHT
Technical Librarian


cf:  AMXRM-I/Ms. Abbott

CHECKOUT CARDS AND CATALOG CARDS WHICH NEED TO BE PRINTED

| CTRL NO. | CHECKOUTS | CATALOG CARDS | DATE |
|----------|-----------|---------------|------|
| 92111R02 | _____ | _____ | _____ |

RICCAT

*Shell's Total Type of Visits:*

```
        Phone references:                          0
        On line search:                            0
        Research:                                  0
        New documents received:                    0
        Documents checked-out:                     0
        Documents returned:                        0
        Library use:                               0
        Visited the RTIC Center:                   0
                                               ----------
        Total information requested:               0

        Number of new documents submitted:         0
        Number of new documents checked-out:       0
        Number of new documents returned:          0
```

*Contractor's Total Type of Visits:*

```
        Phone references:                         89
        On line search:                           62
        Research:                                  0
        New documents received:                    2
        Documents checked-out:                    47
        Documents returned:                       34
        Library use:                              21
        Visited the RTIC Center:                  17
                                               ----------
        Total information requested:             272

        Number of new documents submitted:         2
        Number of new documents checked-out:     204
        Number of new documents returned:        321
```

*Other Group's Total Type of Visits:*

```
        Phone references:                         22
        On line search:                           17
        Research:                                  1
        New documents received:                    0
        Documents checked-out:                    28
        Documents returned:                       28
        Library use:                               8
        Visited the RTIC Center:                  12
                                               ----------
        Total information requested:             116

        Number of new documents submitted:         0
        Number of new documents checked-out:     119
        Number of new documents returned:        126
```

GOVERNMENT DOCUMENTS (NON-TECHNICAL) LISTING (for editing)
------------------------------------------------------------

TITLE: DOD TELEPHONE DIRECTORY

ORDER NUMBER: 92-2

DATE ORDERED: 01/16/92

DATE RECEIVED:    /  /

ITEMS ORDERED:    2

SOURCE: GPO-DC

PRICE: $    0.00

STOCK NUMBER:

ORDERED FOR: 1 PR-RMA [APG], RTIC

TELEPHONE NUMBER (gov't):

*PMRMA's Total Type of Visits:*

```
        Phone references:                       0
        On line search:                         0
        Research:                               0
        New documents received:                 0
        Documents checked-out:                  0
        Documents returned:                     0
        Library use:                            0
        Visited the RTIC Center:                0
                                          ------------

        Total information requested:            0


        Number of new documents submitted:      0
        Number of new documents checked-out:    0
        Number of new documents returned:       0
```

*Public's Total Type of Visits:*

```
        Phone references:                       0
        On line search:                         0
        Research:                               0
        New documents received:                 0
        Documents checked-out:                  0
        Documents returned:                     0
        Library use:                            0
        Visited the RTIC Center:                0
                                          ------------

        Total information requested:            0


        Number of new documents submitted:      0
        Number of new documents checked-out:    0
        Number of new documents returned:       0
```

*RMA's Total Type of Visits:*

```
        Phone references:                       0
        On line search:                         0
        Research:                               0
        New documents received:                 0
        Documents checked-out:                  0
        Documents returned:                     0
        Library use:                            0
        Visited the RTIC Center:                0
                                          ------------

        Total information requested:            0


        Number of new documents submitted:      0
        Number of new documents checked-out:    0
        Number of new documents returned:       0
```

AMXRM-TED  (340a)                                    27 April 1992

MEMORANDUM FOR DISTRIBUTION B

SUBJECT:  Delegation of Authority


Individuals indicated are appointed Acting Ch, Engineering Design
Branch during the absence of the undersigned for the dates
indicated.

11-15 May 1992          Thomas Wilus
18-21 May 1992          Roger Hildreth



                              *Richard L Beardslee*
                              RICHARD L. BEARDSLEE
                              Chief, Engineering Design
                                  Branch

AMXRM-R (11-2)                                           28 April 1992
                                                          # 06-92

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT:  Appointment of the Internal Control Administrator(s)


1.  The following individuals are APPOINTED as indicated:

NOWELL, LINDA K., GS-12, Program Manager, Rocky Mountain Arsenal
(PMRMA), ATTN:  AMXRM-RPB, Commerce City, CO  80022-2180

        Appointed as:  Principal Internal Control Administrator

FRENCH, BETTY L., GS-09, Program Manager, Rocky Mountain Arsenal
(PMRMA), ATTN:  AMXRM-RPB, Commerce City, CO  80022-2180

        Appointed as:  Alternate Internal Control Administrator

Authority:          AR 11-2, Paragraph 1-4f(1)
Effective Date:     28 April 1992
Purpose:            To Comply with the instructions outlined in AR
                    11-2.

Special Instructions:  To administer the Internal Control Program
in accordance with the regulatory guidance and policies of HQ Army
Materiel Command (AMC).  Establishing and revising as necessary the
organization's  program  procedure(s)  and  the  Internal  Control
Reporting  (ICR)  system.   Reviews  and  evaluates  performance,
progress, program status and trends in any functional area of the
PMRMA Contamination Cleanup Program against approved milestones and
schedules.

2.  This order supersedes any existing order governing the Internal
Control Program for PMRMA.


                            EUGENE H. BISHOP
                            Colonel, CM
                            Program Manager


DISTRIBUTION:
B

Miss Judy -- Just wanted to run pass an e-mail I rec'd from West Point to
be sure I'm interpreting correctly. I nkow you're getting sick to death
with these ?s!
She is writing procedures for the library & says the MLC voted to have
depts pay for their own purchases using their own APC codes.(Is this
the same as Elements of Resource?) Her next statement--"This means the books
are dept property & not library books"
I think this is an erroneous statement. Regardless of the source of funds
they are library property. She seems to be confused with AR 735-17 #1
"This reg sets forth the policies & procedures for accounting for DA Library
materials regardless of source of funds." I think the word "library" is
confusing her but I think she has to take that entire sentence in context
without believing that the books are dept property. #1 tells us what types
of materials are excluded from library accountability. Her boss told her
that dept books that are less than $100 in value do not require a hand-receipt.
I think this is correct--They do still need to be shipped to the library,
or do they? Do libraries have a property book separate from the Log property
book? Does the LOG property book really keep track of those textbooks that
are purchased in support of an Army course/correspondence?
I think that covers it. I bet you never thought there could be so many
interpretations to something that is so straight-forward!  Thanks for your
input!

Anni

Subject:  Excess journals

Miss Judy--I have only rec'd 1 list of excess journals from a MEDDAC.
Is this common? I expected to receive more.  Also, Frank had someone
(I think military assigned to library) complete the  technicianan's couurse--
does any office (mine or ?)  provide a letter or certificate? I sent
back his 2 batches of ULSs!

Anni

1455496  NTIS Accession Number: AD-A218 848/0/XAB
  Genetic    and    Biochemical    Characterization    and    Manipulation    of
Plasmid-borne, Broad-spectrum Organophosphate Hydrolases from Soil Bacteria
  (Final rept. 18 Dec 86-18 Dec 89)
  Wild, J. R.   Feb 90    5p

1392808  NTIS Accession Number: AD-A206 000/2/XAB
  Determination   of   Lewisite   Contamination   in   Environmental   Waters   by
High-Performance Liquid Chromatography
  (Technical rept. Nov 87-Apr 88)
  Bossle, P. C. ; Ellzy, M. W. ; Martin, J. J.
  Jan 89    11p

3/5/5      (Item 2 from file: 305)
096988      AA Accession No.: 51-10-G-00003      DOC. TYPE: Journal
Development of an analytical method for the determination of glyphosate and
    (aminomethyl)phosphonic acid residues in soils by nitrogen-selective
    gas chromatography.
AUTHOR: Roy, D. N.; Konar, S. K.
CORPORATE SOURCE: Fac. For., Univ. Toronto, Toronto, Ont. M5S 1A1, Canada
JOURNAL: J. Agric. Food Chem., Volume: 37, Issue: 2, Page(s): 441-443
CODEN: JAFCAU  ISSN: 0021-8561
PUBLICATION DATE: Mar-Apr 1989  (890300/890400)   LANGUAGE: English

ABSTRACT:   A  finely  ground sample (5 g) was shaken with conc. H3PO4 (0.5
    ml)  for  2 min, H2O (100 ml) was added, followed by CHCl3 (50 ml), and
    the  slurry  was blended for 2 min.  After filtration, the residue was
    washed with H2O (2 .times. 40 ml) and CHCl3 (50 ml).  The aq. layer was
    washed  with  hexane  (50  ml)  and  then with ethyl acetate (50 ml).
    Charcoal  was  added  to  the aq. layer which was then filtered and the
    filtrate was concentrated in vacuo at 60.degree., filtered (0.45 .mu.m)
    and  adjusted  to  pH  0.5  with H3PO4.  The soln. was evaporated, the
    residue  was  derivatized  with  trifluoroacetic  anhydride  -
    trifluoroethanol,  and  the  resulting  soln.  was  analysed on a glass
    column  (1.8  m  .times.  3 mm) of Ultrabond 20SE on support (80 to 100
    mesh),  at 150.degree., with N as carrier gas (50 ml min.minus.1) and N
    - P detection.  The mean recoveries of glyphosphate and its metabolite
    (aminomethyl)phosphonic  acid  added  to  organic, clay and sandy soils
    were  75 and 66%, respectively; the corresponding detection limits were
    0.05 and 0.01 .mu.g g.minus.1.
ANALYTE: glyphosate (1071-83-6) --detmn. of, and its metabolite, in soil,
    by GC
MATRIX: soil --detmn. of glyphosate and its metabolite in, by GC


0475140  API Document No.: 3830544
Separation of phenols by packed-column supercritical fluid chromatography
    ((SFC))
Author: Berger T A; Deye J F
Source: Journal of Chromatographic Science (ISSN 0021-9665) V29 N.2 54-59
    (February 1991)


1539280  NTIS Accession Number: AD-A234 110/5/XAB
  Genetic  and Biochemical Manipulation of a Broad-Spectrum Organophosphate
Degrading System    (Interim rept)
  Wild, J. R. ; Raushel, F. M.     31 Jan 91   7p


1536098  NTIS Accession Number: AD-A233 135/3/XAB
  Confirmation  of Chemical Warfare Agents and Their Hydrolysis Products in
Soil
  D'Agostino, P. A. ; Provost, L. R. ; Ouellette, S. D.  Jan 91   40p


1510691  NTIS Accession Number: AD-A226 769/8/XAB
  Determination of 2-Chlorovinylarsonic Acid in Environmental Waters by Ion
Chromatography   (Final rept. Jul-Nov 89)
  Bossle, P. C. ; Pleva, S. G. ; Martin, J. J.

# NEWS FROM THE RTIC

## THE ROCKY MOUNTAIN ARSENAL
## TECHNICAL INFORMATION CENTER

Volume 1 Number 2

February 1992

AMXRM-DOC                                                    27 March 92

MEMORANDUM FOR DISTRIBUTION: TO ALL "B"

SUBJECT:  CHIEF OF CONTRACTING DIVISION


1.  Ms. Karen Lee Simpson of the Naval Regional Contracting Center,
Long Beach, California has been offered and has accepted the position
of Chief of Contracting at Rocky Mountain Arsenal.

2.  Ms. Simpson, who is a Contract Negotiator/Contracting Officer, is
extremely well qualified to fill this position.  Her tentative reporting
date is 4 May 92.

                              THEODORE L. HORNSBY, JR.
                              Acting Chief - Contracting Division

Press the F10 Key to exit to PC DOS
Press the F9 Key for function key operation

# BOOK/SERIAL ORDER FORM

AUTHOR:  Whitaker, John O.

TITLE:  The Audubon Society field guide to North American mammals

PUBLISHER: Knopf [dist. by Random House]

YEAR PUBLISHED: 1980                    PRICE: $25.00 [est]

ISBN/ISSN: 0-395-xxxxxxx                SOURCE: Tattered Cover

DATE ORDERED: 07 April 1992       DATE RECEIVED:

NOTES: Library [accountable]
-----------------------------------------------------------------
AUTHOR:  Webber, William A.

TITLE:  Handbook of plants of the Colorado Front Range.  Rocky
Mountain flora:  a field guide for the identification of ferns,
conifers, and flowering plants of the southern Rocky Mountains from
Pikes Peak to Rocky Mountain National Park and from the plains to
the Continental Divide.

PUBLISHER: Boulder, Colorado Associated University Press

YEAR PUBLISHED: 5th ed, rev, or latest          PRICE: $30 [est]

ISBN/ISSN:                                SOURCE: Tattered Cover

DATE ORDERED: 07 April 1992       DATE RECEIVED:

NOTES: Library [accountable]

BOOK/SERIAL ORDER FORM

AUTHOR:  Peterson, Roger Tory

TITLE:  A field guide to western birds

PUBLISHER: Houghton Mifflin

YEAR PUBLISHED: 1990                    PRICE: $22.95

ISBN/ISSN: 0-395-51749999-4                SOURCE: Tattered Cover

DATE ORDERED: 07 April 1992     DATE RECEIVED:

NOTES: Library [accountable] - recommended USFWS
-----------------------------------------------------------------
AUTHOR:  Dunne, Pete

TITLE:  Hawks in flight

PUBLISHER: Houghton-Mifflin

YEAR PUBLISHED: 1988                    PRICE: $17.95

ISBN/ISSN:0-395-42388-0                 SOURCE: Tattered Cover

DATE ORDERED: 07 April 1992     DATE RECEIVED:

NOTES: Library [accountable]

-----------------------------------------------------------------
AUTHOR: Koenigseck, Edward von

TITLE: Technical writing for private industry

PUBLISHER: Krieger

YEAR PUBLISHED: 1991                    PRICE: $24.50

ISBN/ISSN: 0-89464-363-0                SOURCE: Tattered Cover

DATE ORDERED:  07 April 1992            DATE RECEIVED:

NOTES: Library [accountable]

BOOK/SERIAL ORDER FORM

AUTHOR:  Johnsgard, Paul A.

TITLE:  Hawks, Eagles, and Falcons of North America

PUBLISHER: Smithsonian Institution

YEAR PUBLISHED: 1990                    PRICE: $45.00

ISBN/ISSN: 0-87472-682-5                    SOURCE: Tattered Cover

DATE ORDERED: 07 April 1992     DATE RECEIVED:

NOTES: Library [accountable] - recommended USFWS
---------------------------------------------------------------
AUTHOR:  Turabian, Kate L.

TITLE:    A manual for writers of term papers, theses, and
dissertations

PUBLISHER: University of Chicago Press

YEAR PUBLISHED: 1987, 5th ed.                    PRICE: est. $20

ISBN/ISSN:                    SOURCE: Tattered Cover

DATE ORDERED: 07 April 1992     DATE RECEIVED:

NOTES: Library reference [accountable]

---------------------------------------------------------------
AUTHOR: Page, Lawrence

TITLE: A field guide to freshwater fishes

PUBLISHER: Houghton Mifflin

YEAR PUBLISHED: 1991                    PRICE: $15.95 [pap]

ISBN/ISSN: 0-395-53933-1                    SOURCE: Tattered Cover

DATE ORDERED:  07 April 1992                    DATE RECEIVED:

NOTES: Library [accountable] USFWS recommendation

BOOK/SERIAL ORDER FORM

AUTHOR:  Mc, Neil, Mary

TITLE:  Earth Sciences Reference

PUBLISHER: Flamingo Press

YEAR PUBLISHED: 1991                    PRICE: $52.00

ISBN/ISSN: 0-938905-01-5                    SOURCE: Tattered Cover

DATE ORDERED: 25 March 1991      DATE RECEIVED:

NOTES: Library reference [accountable]
---------------------------------------------------------------
AUTHOR:  Van der Leeden, Frits et al.

TITLE:  The water encyclopedia

PUBLISHER: Lewis Publishers

YEAR PUBLISHED: 1990                    PRICE:  $125.00

ISBN/ISSN: 0-87371-120-3                    SOURCE: Tattered Cover

DATE ORDERED: 25 March 1992      DATE RECEIVED:

NOTES: Library reference [accountable]

BOOK/SERIAL ORDER FORM

AUTHOR:  Montgomery, John H.

TITLE:   Groundwater Chemicals Desk Reference

PUBLISHER: Lewis Publishers

YEAR PUBLISHED: 1990                    PRICE: $65.00

ISBN/ISSN: 0-87371-286-2                    SOURCE: Tattered Cover

DATE ORDERED: 25 March 1991      DATE RECEIVED: 10 April 1992

NOTES: Library reference [accountable]  92-2
-------------------------------------------------------------------
AUTHOR:  Lawrence, Eleanor    Henderson, I. F.

TITLE:   Henderson's Dictionary of Biological Terms

PUBLISHER: Wiley-Interscience

YEAR PUBLISHED: 1989                     PRICE:  $54

ISBN/ISSN: 0-470-2144-5                     SOURCE: Tattered Cover

DATE ORDERED: 25 March 1992      DATE RECEIVED:  10 April 1992

NOTES: Library reference [accountable] 92-2

-------------------------------------------------------------------
AUTHOR: Allaby, Micheal

TITLE: Dictionary of the environment

PUBLISHER: New York University

YEAR PUBLISHED: 1989                     PRICE: $85

ISBN/ISSN: 0-8147-0591-X                     SOURCE: Tattered Cover

DATE ORDERED:  25 March 1992          DATE RECEIVED:

NOTES: Library reference [accountable]

# BOOK/SERIAL ORDER FORM

AUTHOR:  Sparks, Donald L.

TITLE:  Kinetics of soil chemical processes

PUBLISHER: Academic Press

YEAR PUBLISHED: 1989                    PRICE: $34.95

ISBN/ISSN: 0-122-656440-X                SOURCE: Tattered Cover

DATE ORDERED: 09 April 1992    DATE RECEIVED:

NOTES: Library [accountable] - recommended AMXRM-LS  *Book 409A*

---
AUTHOR:  Somasundaram, L.

TITLE:  Pesticide transformation products [ACS Symposium Series, 459]

PUBLISHER: American Chemical Society

YEAR PUBLISHED: 1991                    PRICE: $64.95

ISBN/ISSN: 0-8412-1994-X                SOURCE: Tattered Cover

DATE ORDERED: 09 April 1992    DATE RECEIVED:

NOTES: Library [accountable] - Recommended AMXRM-LS

---
AUTHOR: Hackh, Ingo W. D. (rev & ed by Roger Grant)

TITLE:  Grant  &  Hackh's  chemical  dictionary:     American, international, European and British usage...

PUBLISHER: McGraw-Hill

YEAR PUBLISHED: c1987                    PRICE: $?

ISBN/ISSN:                              SOURCE: Tattered Cover

DATE ORDERED:  09 April 1992    DATE RECEIVED:

NOTES: Library reference - [accountable]

## RTIC REGISTRATION

If you would like to register for library privileges you may do so by filling out the following information. Cut out the form and return it to the RTIC. If you wish to fax the form our fax number is: (303) 289-0205. Please print or type all information on the form except for the required signature.

**NAME:**

_____

**INFORMATION REQUIRED FOR GOV'T EMPLOYEE:**

**OFFICE NAME/OFFICE SYMBOL:**

_____

**TELEPHONE NUMBER:**

_____

**INFORMATION REQUIRED FOR CONTRACTOR PERSONNEL**

**EMPLOYED BY/ADDRESS/TELEPHONE NUMBER**

_____
_____
_____

**COMPLETE CONTRACT NUMBER:**

_____

**CONTRACT EXPIRATION DATE:**

_____

**COR FOR CONTRACT/TELEPHONE NUMBER:**

_____

**PRIME CONTRACTOR:____YES ___NO**

**IF SUBCONTRACTOR:**

**NAME/ADDRESS/POC OF PRIME CONTRACTOR**

_____
_____

**POC's TELEPHONE NUMBER:**

_____

_____

```
AUTHOR(s):    Ellis, William,  1947-
TITLE(s):     Treatment of contaminated soils with aqueous surfactants /
                 William D. Ellis, James R. Payne and G. Daniel McNabb.

              Cincinnati, OH :  U.S. Environmental Protection Agency,
                 Hazardous Waste Engineering Research Laboratory,  1986.
              "EPA/600/S2-85/129."

TITLE(s):     Soil physiochemical parameters affecting metal availability
                 in sludge-amended soils /  R.P. Gambrell ... [et al.].

              Cincinnati, OH :  U.S. Environmental Protection Agency,
                 Research and Development, Water Engineering Research
                 Laboratory,  [1986]

AUTHOR(s):    Collin, P. H.   (Peter Hodgson)
TITLE(s):     Dictionary of ecology and the environment /  P.H. Collin.
              Teddington, Middlesex [England] :  P. Collin Pub.,  1988.

TITLE(s):     Dictionary of geological terms /  Robert L. Bates and Julia
                 A. Jackson, editors ; prepared under the direction of the
                 American Geological Institute.

              3rd ed., Anchor Books ed.

              Garden City, N.Y. :  Anchor Press/Doubleday,  1984.

AUTHOR(s):    Schorr, Alan Edward.
TITLE(s):     Federal documents librarianship, 1879-1987 /  Alan Edward
                 Schorr.
              Juneau, Alaska, USA :  Denali Press,  c1988.

AUTHOR(s):    Hernon, Peter.
TITLE(s):     Public access to government information :  issues, trends,
                 and strategies /  Peter Hernon, Charles R. McClure.
              2nd ed.
              Norwood, N.J. :  Ablex Pub. Corp.,  c1988.

AUTHOR(s):    Gilmer, Lois C.
TITLE(s):     Genealogical research and resources :  a guide for library
                 use /  by Lois C. Gilmer.
              Chicago :  American Library Association,  1988.
```

1435292 NTIS Accession Number: NUREG-1379/XAB
 NRC (Nuclear Regulatory Commission) Editorial Style Guide
 Oct 89   63p
 Also available from Supt. of Docs.
 NTIS Prices: PC A04/MF A01

1368591 NTIS Accession Number: DE89001907/XAB
 EIA   (Energy  Information  Administration)  Publication  Manual:  Fourth
Edition
 Report No.: DOE/EIA-0415(88)
 1988   82p
 NTIS Prices: PC A05/MF A01

1302525  NTIS Accession Number: PB88-136890/XAB
 Biologial Report Style Manual
 (Final rept.)
 Farris, G. S. ; Zuboy, J. R.
 Sep 87   56p
 NTIS Prices: PC A04/MF A01

1243759  NTIS Accession Number: AD-A177 791/1/XAB
 Technical Report Writer's Style Manual. Revision
 (Final rept. Mar 86-Jan 87)
 Boblenz, J. N. ; Calhoun, A. A.
 Army Tank-Automotive Command, Warren, MI.
 Report No.: TACOM-TR-12680
 Jan 87   88p
 Revision no. 4 of report dated Oct 82.
 NTIS Prices: PC A05/MF A01

| | |
|---|---|
| AUTHOR(s): | Cade, Tom J. |
| TITLE(s): | Peregrine falcon populations  949 pages  1988 The Peregrine Fund, Inc./World Center for Birds of Prey/5666 West Flying Hawk Lane/Boise, ID 8????  $45.00 |
| ISBN: | 0-9619839-0-6 |
| Review: | This impressive book describes the return from the brink of extinction of the world's most charismatic bird.  Just as Peregrine Falcon Populations: Their Biology and Decline, ed. by J.J. Hickey (1969), reported their worldwide population crash because of pesticides, the present title reports how peregrines recovered because of captive breeding and releasing programs, the regulation of the more insidious pesticides, and other conservation efforts and  research.  Both books are based on international conferences of biologists concerned with peregrines and other raptors.  Produced at cost, this nearly 1,000-page compendium is a bargain of the highest quality.  Its 127 contributors have written 81 chapters organized around 10 themes that include the status of peregrine populations since 1965 in North America, Europe, or elsewhere; DDT and other chemical problems; captive propagation; reintroduction and management; and population dynamics and ecology.  There are also a summary, conclusion, and five technical appendixes as well as 68 excellent black-and-white photographs.  All libraries with an interest in conservation, wildlife, environmental, and ecological studies should acquire this superior production as well as the 1969 volume, which document one of the most dramatic declines and recoveries of a widely distributed organism known to the human race.  Highly recommended. |

REVIEWED BY:

DIVISION:

PURCHASE:     ____YES     ____NO

DATE:

AUTHOR(s):       Cade, Tom J.
TITLE(s):        Peregrine falcon populations  949 pages  1988 The Peregrine
                 Fund, Inc./World Center for Birds of Prey/5666 West Flying
                 Hawk Lane/Boise, ID 8????  $45.00
ISBN:            0-9619839-0-6
Review:          This impressive book describes the return from the brink of
                 extinction of the world's most charismatic bird.  Just as
                 Peregrine Falcon Populations: Their Biology and Decline,
                 ed. by J.J. Hickey (1969), reported their worldwide
                 population crash because of pesticides, the present title
                 reports how peregrines recovered because of captive
                 breeding and releasing programs, the regulation of the
                 more insidious pesticides, and other conservation efforts
                 and  research.  Both books are based on international
                 conferences of biologists concerned with peregrines and
                 other raptors.  Produced at cost, this nearly 1,000-page
                 compendium is a bargain of the highest quality.  Its 127
                 contributors have written 81 chapters organized around 10
                 themes that include the status of peregrine populations
                 since 1965 in North America, Europe, or elsewhere; DDT and
                 other chemical problems; captive propagation;
                 reintroduction and management; and population dynamics and
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                 technical appendixes as well as 68 excellent
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                 interest in conservation, wildlife, environmental, and
                 ecological studies should acquire this superior production
                 as well as the 1969 volume, which document one
                 of the most dramatic declines and recoveries of a widely
                 distributed organism known to the human race.  Highly
                 recommended.


REVIEWED BY:

DIVISION:

PURCHASE:        ____YES      ____NO

DATE:

AMXRM-R                                              5 March 1992

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT:  Rescheduling of Mandatory Training


1.    The Hazardous/Toxic Waste Management Training previously
scheduled for 30-31 March 1992, is now being held 26-27 March 1992,
0800-1600, in the PMRMA "Change" House, Building 121.

2.  Individuals who have scheduled leave or TDY during this time
frame are requested to contact Resource Management Division, ext
5133.


                              LOLA M. MCCOWAN
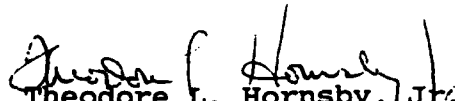                              Deputy Resource Management


DISTRIBUTION:
B

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT:   COR Training


1.  The COR training that was scheduled was to be based on a series of
videotapes made by ALMC.  We received the tapes shortly before class 01
was to begin.

2.  Unfortunately, the tapes were of poor quality and lacked the content
we felt was important for this course.  We have been going over the
tapes, trying to edit them to salvage the material that is necessary to
obtain certification and supplement them with local instruction.  In the
end, it was apparent that we were trying to make a silk purse out of a
sow's ear.  The decision was made that this training was too important
to present an inadequate program.  Therefore, **the COR training classes
currently scheduled are canceled.**

3.  We apologize for any inconvenience this has caused you.  We are
pursuing other avenues to come up with a quality training program.
Discussions are being held with other installations to see what they are
using.  The possibility of having ALMC sending instructors out for an on
site course is also being considered.  Our goal is to ensure that the
training program is a quality product that is beneficial to performing
your duties.  As soon as we have something lined up, you will be
notified and the classes will be rescheduled.

4.  POC for this office is Dennis Foley, ext 5388.




                                        Theodore L. Hornsby, Jr.
                                        Chief, Contracting Division



Distribution: B

Enclosure 1 to Enclosure 2 - Handbook for Report Generation and Information Center Use

1. **Introduction.** This handbook will outline the procedures required to generate the report(s) required for the contract you hold for some aspect of environmental remediation at Rocky Mountain Arsenal. Reports control is a new function of the RMA Technical Information Center (RTIC); however the U.S. Army does require control of the function. Our "control" extends only to format and to ensuring accuracy of your bibliographic citations. We will work with you closely to produce a quality product that will conform to the U.S. Army's expectations of your contractual fulfillment.

2. **Literature Searches.** We will perform a search of the literature for you prior to your beginning your research. This will ensure that you have a sound background for your research. We will continue to provide information upon request during the tenure of your contract. See Appendix A - Policy for Database Searches.

   a. The results of an online search will be provided to you in the format you wish (either hard copy or disk). If numerous citations are retrieved from an online database we will have this material printed offline and mailed to us. This material will only be available in hard copy. We will make every effort to provide the search to you within 10 days of receiving your request (less time if no mailing time for offline materials is required).

   b. A search of both the Joint Administrative Record Document Facility (JARDF) database and the RTIC database will be done to ensure that you have information concerning locally available materials. The search can be done "on-the-spot" if you are at the RTIC or done and mailed to you. Only circulating materials will be included in the printout from the catalog.

3. **Materials Access.**

   a. JARDF. The JARDF materials are available to the public; RMA contractors will be provided copies of needed information available only at the JARDF. Acquisition of public materials (journals, monographs, technical reports from the National Technical Information Service, documents from the Government Printing Office) is the responsibility of the contractor even if the items are held at the JARDF.

   b. RTIC. The RTIC collection is composed of technical reports related to the history of Rocky Mountain Arsenal as well as to the remediation. The collection is constantly being updated but should not be considered an exhaustive site-specific collection. You need to be aware that other souces of information exist.

      1. Circulating reports are available for checkout for one month. Items may be renewed. It is the responsibility of the borrower to ensure that materials are returned on time or renewed. Circulating materials have been attorney reviewed and released for use.